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Discipline

of the Church of the United Brethren in Christ

Including

Origin, Doctrine, and Constitution

1941 - 1945

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PART I

The Church

CHAPTER I

Origin of the United Brethren in Christ

In the eighteenth century it pleased the Lord our God to awaken persons in different parts of the world who should raise up the Christian religion from its fallen state and preach the gospel of Christ crucified in its purity.

About the middle of said century, the Lord, in mercy, remembered the Germans in America, who, living scattered in this extensive country, seldom had an opportunity to hear the gospel of a crucified Savior preached to them in their native language.

Among others, he raised up William Otterbein and Martin Boehm, in the State of Pennsylvania, and George A. Guething, in the State of Maryland, armed them with spirit, grace, and strength to labor in his neglected vineyard, and to call, among the Germans in America, sinners to repentance. These men obeyed the call of their Lord and Master. Their labors were blessed, and they established in many places excellent societies and led many precious souls to Jesus Christ. Their sphere of action spread more and more, so that they found it necessary to look about for more fellow-laborers to toil in the vineyard of the Lord; for the harvest was great and the laborers were few. The Lord called others, who were willing to devote their strength to his service. Such persons were accepted by one or another of the preachers as fellow-laborers.

The number of members in the society in different parts of the country continued to increase as time passed, and the gracious work of reformation spread through the States of Pennsylvania, Maryland, and Virginia. Several great meetings were appointed and held annually. On such occasions Otterbein would hold particular conversations with the preachers then present, and represent to them the importance of the ministry and the necessity of their utmost endeavors to save souls. At one of these meetings it was resolved to hold a conference of all the preachers, in order to consider in what manner they might be most useful.

The first conference was held in the city of Baltimore, Maryland, in the year of our Lord 1789. The following preachers were present:

William Otterbein,	Adam Lehman,
Martin Boehm,	John Ernst,
Geo. A. Guething,	Henry Weidner,

Christian Newcomer.

The second conference was held in Paradise Township, York County, Pennsylvania, at the house of Brother John Spangler, in the year of our Lord 1791. The following preachers were present:

William Otterbein,	John Ernst,
Martin Boehm,	J. G. Pfrimmer,
Geo. A. Guething,	John Neidig,
Christian Newcomer,	Benedict Sanders,

Adam Lehman.

After mature deliberation as to how they might labor most usefully in the vineyard of the Lord, they again appointed as fellow-laborers such as they had come to believe had experienced true religion in their souls.

Meantime, the number of members continued to increase, and the preachers were obliged to appoint an annual conference, in order to unite themselves more closely and to labor more successfully in the vineyard of the Lord; for some had been Presbyterians or German Reformed, some Lutherans, and others Mennonites. They accordingly appointed a conference to be held on the 25th of September, 1800, in Frederick County, Maryland, at the house of Brother Frederick Kemp. The following preachers were present:

William Otterbein,	Christian Krum,
Martin Boehm,	Henry Krum,
Geo. Guething,	John Hershey,
Christian Newcomer,	Jacob Geisinger,
Adam Lehman,	Henry Boehm,
Abraham Troxel,	Dietrich Aurand,

J. G. Pfrimmer.

There they united themselves into a society which bears the name "United Brethren in Christ," and elected William Otterbein and Martin Boehm as superintendents, or bishops, and agreed that each of them should have liberty as to the mode of baptism, to administer it according to his own convictions.

From this time, the society increasing still more and more, preachers were appointed to travel regularly, as the number of preaching-places could not otherwise be supplied. The work soon extended into the States of Ohio and Kentucky. It then became necessary to appoint a conference in the State of Ohio, because it was thought too laborious for the preachers who labored in those States to travel annually such a great distance to conference.

Meantime, MARTIN BOEHM and GEORGE A. GUETHING died, and BISHOP OTTERBEIN desired that another bishop should be elected (because infirmity and old age would not permit him to superintend any longer), who should take charge of the society, and preserve discipline and order. It was resolved at a former conference that whenever one of the bishops died another should be elected in his place. Accordingly, CHRISTIAN NEWCOMER was elected bishop, to take charge of and superintend the concerns of the society.

The want of a book of discipline in the society had long been deeply felt. Partial attempts to provide one had been made at different times. Hence it was resolved, at the conference held in the State of Ohio, that a General Conference should be held, in order to provide the same, in a manner not derogatory to the Word of God. The members of this conference were to be elected from among the preachers in the different parts of the country by a vote of the society in general. The following brethren were duly elected:

CHRISTIAN NEWCOMER,	DANIEL TROYER,
ABRAHAM HIESTAND,	GEORGE BENEDUM,
ANDREW ZELLER,	ABRAHAM TROXEL,
CHRISTIAN BERGER,	HENRY G. SPAYTH,
ABRAHAM MAYER,	I. NISWANDER,
JOHN SCHNEIDER,	CHRISTIAN KRUM,
HENRY KUMLER,	JACOB BOWLUS.

The conference convened on the 6th of June, 1815, near Mt. Pleasant, Westmoreland County, Pennsylvania. After mature deliberation, they presented to their brethren a Book of Discipline, containing the doctrine and rules of the Church, desiring that these, together with the Word of God, should be strictly observed, and admonishing the membership in the following manner:

God is a God of order: but where there is no order and

no church discipline, the spirit of love and charity will be lost.

Therefore, brethren, we beseech you to follow the example of our Lord, as it is written, "Be kindly affectioned one to another with brotherly love; in honor preferring one another." Let the mind be in you which was in Christ, who took upon him the form of a servant, humbled himself, and became obedient unto death, even the death of the cross, that by his grace we may submit ourselves one to another in the fear of God. He who will not submit is in want of humble love. Jesus said, "Whosoever of you will be the chiefest, shall be servant of all." "By this shall all men know that ye are my disciples, if ye have love one to another." "He that loveth not his brother abideth in death." Let us walk in newness of life, that the prayer of our Lord may be answered in us; that we may be one in him, and that he may give us the glory which he gave to his disciples, that we may be one, even as he and the Father are one. Therefore, beloved brethren, let us strive to be like-minded, having the same love, being of one accord, of one mind. Let no one speak or think evil of his brother but pray God that he may grant us his spirit, and an earnest desire to lead a truly devoted life, to the honor and glory of his holy name. Amen.

EDITOR'S NOTE.—The foregoing account of the origin of the Church of the United Brethren in Christ appeared in the Discipline of 1815, the first Discipline published. The first translation of the Discipline into English appeared in 1819. The account of the origin of the Church, as given in this translation, is substantially the same as the account given in the German Discipline of 1815, with the exception that this translation includes, in addition to what is contained in the historical account given in that Discipline, an account of the earlier conferences of 1789 and 1791, and the names of the members of the conference of 1800. All later Disciplines give the historical sketch as found in the translation of 1819, which was made by those who were members of the General Conference of 1815. In consequence of the great historical value of this history of the origin of the Church, it is important that it should stand and be preserved just as its framers left it. The explanation for the statement that the conference of 1800 was held at Frederick Kemp's, while other authorities state that it was held at Peter Kemp's, is that the same place is meant, Peter Kemp being the son of Frederick Kemp, the son making a home for his father in the family homestead, which he later inherited. The present Discipline contains the Confession of Faith and the Constitution as amended according to the action of the General Conference of 1885, and approved and confirmed by the General Conference of 1889. The Confession of Faith appeared in its first printed form in 1815. The Constitution, in its earlier form, was adopted in 1841.

CHAPTER II

Confession of Faith

In the name of God, we declare and confess before all men the following articles of our belief:

Article I—Of God and the Holy Trinity.

We believe in the only true God, the Father, the Son, and the Holy Ghost; that these three are one—the Father in the Son, the Son in the Father, and the Holy Ghost equal in essence or being with the Father and the Son.

Article II—Of Creation and Providence.

We believe that this triune God created the heavens and the earth, and all that in them is, visible and invisible; that he sustains, protects, and governs these, with gracious regard for the welfare of man, to the glory of his name.

Article III—Of Jesus Christ.

We believe in Jesus Christ; that he is very God and man; that he became incarnate by the power of the Holy Ghost and was born of the Virgin Mary; that he is the Savior and Mediator of the whole human race, if they with full faith accept the grace proffered in Jesus; that this Jesus suffered and died on the cross for us, was buried, rose again on the third day, ascended into heaven, and sitteth on the right hand of God, to intercede for us; and that he will come again at the last day to judge the living and the dead.

Article IV—Of the Holy Ghost.

We believe in the Holy Ghost; that he is equal in being with the Father and the Son; that he convinces the world of sin, of righteousness, and of judgment; that he comforts the faithful and guides them into all truth.

Article V—Of the Holy Scriptures.

We believe that the Holy Bible, Old and New Testaments, is the word of God; that it reveals the only true way to our salvation; that every true Christian is bound to acknowledge and receive it by the help of the

Spirit of God as the only rule and guide in faith and practice.

Article VI—Of the Church.

We believe in a holy Christian church, composed of true believers, in which the word of God is preached by men divinely called, and the ordinances are duly administered; that this divine institution is for the maintenance of worship, for the edification of believers, and the conversion of the world to Christ.

Article VII—Of the Sacraments.

We believe that the sacraments, baptism and the Lord's Supper, are to be used in the Church, and should be practiced by all Christians; but the mode of baptism and the manner of observing the Lord's Supper are always to be left to the judgment and understanding of each individual. Also, the baptism of children shall be left to the judgment of believing parents.

The *example* of the washing of feet is to be left to the judgment of each one, to practice or not.

Article VIII—Of Depravity.

We believe that man is fallen from original righteousness, and, apart from the grace of our Lord Jesus Christ, is not only entirely destitute of holiness, but is inclined to evil, and only evil, and that continually; and that except a man be born again he cannot see the kingdom of heaven.

Article IX—Of Justification.

We believe that penitent sinners are justified before God only by faith in our Lord Jesus Christ, and not by works; yet that good works in Christ are acceptable to God, and spring out of a true and living faith.

Article X—Of Regeneration and Adoption.

We believe that regeneration is the renewal of the heart of man after the image of God, through the Word, by the act of the Holy Ghost, by which the believer receives the spirit of adoption, and is enabled to serve God with the will and the affections.

Article XI—Of Sanctification

We believe that sanctification is the work of God's grace, through the Word and the Spirit, by which those

who have been born again are separated in their acts, words, and thoughts from sin, and are enabled to live unto God, and to follow holiness, without which no man shall see the Lord.

Article XII—Of the Christian Sabbath.

We believe that the Christian Sabbath is divinely appointed; that it is commemorative of our Lord's resurrection from the grave and is an emblem of our eternal rest; that it is essential to the welfare of the civil community, and to the permanence and growth of the Christian church, and that it should be reverently observed as a day of holy rest and of social and public worship.

Article XIII—Of the Future State.

We believe in the resurrection of the dead; the future general judgment; and an eternal state of rewards, in which the righteous dwell in endless life, and the wicked in endless punishment.

CHAPTER III

CONSTITUTION

IN the name of God, we, the members of the CHURCH OF THE UNITED BRETHREN IN CHRIST, for the work of the ministry, for the edifying of the body of Christ, for the more speedy and effectual spread of the gospel, and in order to produce and secure uniformity in faith and practice, to define the powers and business of the General Conference as recognized by this Church, and to preserve inviolate the popular will of the membership of the Church, do ordain this CONSTITUTION:

Article I

SECTION 1. All ecclesiastical power herein granted to enact or repeal any rule or rules of Discipline is vested in a General Conference which shall consist of elders and laymen elected in each annual-conference district throughout the Church. The number and ratio of elders and laymen, and the mode of their election, shall be determined by the General Conference.

Provided, however, That such elders shall have stood as elders in the conferences which they are to represent for no less time than three years next preceding the meeting of the General Conference to which they are elected; and that such laymen shall be not less than twenty-five years of age, and shall have been members of the Church six years, and members of the conference districts which they are to represent at least three years next preceding the meeting of the General Conference to which they are elected.

SEC. 2. The General Conference shall convene every four years, and a majority of the whole number of delegates elected shall constitute a quorum.

SEC. 3. The ministerial and lay delegates shall deliberate and vote together as one body; but the General Conference shall have power to provide for a vote by separate orders whenever it deems it best to do so; and in such cases the concurrent vote of both orders shall be necessary to complete an action.

SEC. 4. The General Conference shall at each session, elect bishops from among the elders throughout the Church who have stood six years in that capacity.

SEC. 5. The bishops shall be members *ex officio* and

presiding officers of the General Conference; but in case no bishop be present, the Conference shall choose a president *pro tem.*

SEC. 6. The General Conference shall determine the number and boundaries of the annual conferences.

SEC. 7. The General Conference shall have power to review the records of the annual conferences and see that the business of each annual conference is done strictly in accordance with the Discipline, and approve or annul, as the case may require.

SEC. 8. The General Conference shall have full control of the United Brethren Printing Establishment, the Home, Frontier, and Foreign Missionary Society, the Church Erection Society, the General Sabbath-School Board, the Board of Education, and Union Biblical Seminary. It shall also have power to establish and manage any other organization or institution within the Church which it may deem helpful in the work of evangelization.

SEC. 9. The General Conference shall have power to establish a court of appeals.

SEC. 10. The General Conference may—two-thirds of the members elected thereto concurring — propose changes in, or additions to the Confession of Faith; provided that the concurrence of three-fourths of the annual conferences shall be necessary to their final ratification.

Article II

The General Conference shall have power as provided in Article I, Section 1, of this Constitution, to make rules and regulations for the Church; nevertheless, it shall be subject to the following limitations and restrictions:

SECTION 1. The General Conference shall enact no rule or ordinance which will change or destroy the Confession of Faith, and shall establish no standard of doctrine contrary to the Confession of Faith.

SEC. 2. The General Conference shall enact no rule which will destroy the itinerant plan.

SEC. 3. The General Conference shall enact no rule which will deprive local preachers of their votes in the annual conferences to which they severally belong.

SEC. 4. The General Conference shall enact no rule which will abolish the right of appeal.

Article III

SECTION 1. We declare that all secret combinations which infringe upon the rights of those outside their organization and whose principles and practices are injurious to the Christian character of their members are contrary to the Word of God, and that Christians ought to have no connection with them.

The General Conference shall have power to enact such rules of discipline with respect to such combinations as in its judgment it may deem proper.

SEC. 2. We declare that human slavery is a violation of human rights and contrary to the Word of God. It shall therefore in no wise be tolerated among us.

Article IV

The right, title, interest, and claim of all property, both real and personal, of whatever name or description, obtained by purchase or otherwise, by any person or persons, for the use, benefit, and behoof of the Church of the United Brethren in Christ, are hereby fully recognized, and held to vest in the Church aforesaid.

Article V

SECTION 1. Amendments to this Constitution may be proposed by any General Conference—two-thirds of the members elected thereto concurring—which amendments shall be submitted to a vote of the membership throughout the Church, under regulations authorized by said conference.

A majority of all the votes cast upon any submitted amendment shall be necessary to its final ratification.

SEC. 2. The foregoing amended Constitution shall be in force from and after the first Monday after the second Thursday of May, 1889, upon official proclamation thereof by the board of bishops; provided that the General Conference elected for 1889 shall be the lawful legislative body under the amended Constitution, with full power, until its final adjournment to enact such rules as this amended Constitution authorizes.

NOTE.—The word, "elder," as it appears in the Constitution and elsewhere in the Discipline is understood to mean an ordained minister. Wherever possible the words, "ordained minister," have been substituted for the word, "elder," by authority of the General Conference of 1937.

PART II

Membership, Government, and Ministry

CHAPTER IV

MEMBERS.

SECTION I

RECEPTION OF MEMBERS

Uniting with the church is one of the important events in the life of any one. The applicant should be caused to see clearly what the step means, what responsibilities and duties, as well as the inestimable privileges, such relation involves. The applicant should be seriously interviewed by the minister and the significance and the duties of church membership be made very clear.

(For the formula of reception see page 231.)

Membership Defined.

1. The members of the Church of the United Brethren in Christ consist of all those persons who have been received on profession of faith or by certificates of good standing from other recognized evangelical churches.

Committee on Membership

2. The official board shall be the committee on membership to whom applicants may be referred by the pastor when he deems it advisable. All persons recommended favorably by the official board shall be admitted to membership in the regular way.

Applicants from Other Churches.

3. When persons come to us with certificates of good standing in other recognized evangelical churches, they shall answer affirmatively the fourth and fifth questions asked of applicants for membership, and the hand of fellowship shall be given them as in other cases.

Section II

DUTIES OF MEMBERS.

Means of Grace.

1. Every member should endeavor to lead a godly life, observe the sacraments of God's house, be diligent in prayer, particularly in private, and for his own edification attend our prayer meetings, class meetings, and other meetings for public worship.

Family Piety.

2. Heads of families should pray with their families, morning and evening, and set before them a godly example in all the Christian virtues.

Love to Others.

3. Every one should strive to walk as in the presence of God, and accustom himself to a close communion with God in all his employments. He should never speak evil of his fellowmen, but practice love toward friend and foe, do good to the poor, and endeavor to be a follower of Jesus Christ indeed.

Sabbath Observance.

4. Every one shall keep the Sabbath day holy, as required in the Word of God; neither buy nor sell, but spend the same in exercises of devotion, in reading and hearing the Word of God and in singing spiritual hymns to the honor and glory of God.

Obedience to Government.

5. It is the duty of every member to lead a quiet, peaceable, and godly life among men; as it becomes a Christian to live in peace and be subject to the higher or ruling powers, as the Word of God requires.

Encouraging Young People.

6. Every member of our Church should encourage the development of the devotional life of the young people by cooperating with them in the work of the Sunday church school and Christian Endeavor.

Christian Stewardship.

7. Members of the church should study and practice the principles of Christian stewardship, and in rec-

ognition of God's ownership devote at least a tithe of their income for the work of the Kingdom, and fulfill the conditions mentioned in Mal. 3:8 and 12, and Matt. 6:33 for enlarged blessings from God.

Support of the Gospel.

8. It is the duty of every member of the church to contribute for the support of the local church, and for the propagation of the gospel at home and abroad through the various benevolent agencies of the church. It is earnestly requested that all our people practice the Bible method of weekly giving: "Upon the first day of the week let each one of you lay by him in store, as he may prosper" (I Cor. 16:2).

Receiving Ministers.

9. It is the duty of all districts, stations, circuits, and missions cheerfully to receive the pastors appointed by the stationing committees of the respective conferences.

Care of the Poor.

10. Every member of our Church should contribute willingly and freely as God has prospered him to the support of the helpless poor.

Nonconformity to the World.

11. Inasmuch as the Lord has recommended us not to be conformed to this world (Rom. 12:2), but to put away all filthiness and overflowing of wickedness (Jas. 1:21), and as the principles of the Christian religion, as taught by both the precepts and example of the meek and adorable Savior, are in strict and perfect accordance with these commandments, we therefore humbly beseech and admonish the members of our Church to observe these divine precepts.

Necessity of Union Among Ourselves.

12. Let us be deeply sensible of the evil of a division in principle, spirit, or practice, and of its dreadful consequences to ourselves and others. If we are united, what can stand before us? If we are divided, we shall injure ourselves, the work of God, and the souls of men. Therefore,

(1) Let us be deeply convinced of the absolute necessity of union.

(2) Let us pray earnestly for one another, and speak truly and freely to one another.

(3) When we meet, let us not part without prayer, if prayer is at all practicable.

(4) Let us take great care not to despise one another's gifts.

(5) Let us never speak lightly of one another.

(6) Let us defend one another's character in everything, as far as is consistent with truth.

(7) Let us labor, in honor each preferring another before himself.

(8) Let us seriously examine the causes, evils, and cures of heart and church divisions.

Duty of Obedience.

13. The foregoing rules are drawn up for the better regulation of our Church, and we believe that they are founded upon the Word of God, and that their observance is incumbent upon all members. Should any violate or habitually neglect these rules, he shall be admonished to reformation by the pastor, and should he not reform, he shall be dealt with according to Chapter IV, Section III, paragraph 3.

SECTION III

TRIAL OF MEMBERS.

Personal Trespass.

1. "If thy brother sin against thee, go, show him his fault between thee and him alone; if he hear thee, thou has gained thy brother. But if he hear thee not, take with thee one or two more, that at the mouth of two witnesses or three every word may be established. And if he refuse to hear them, tell it unto the church: and if he refuse to hear the church also, let him be unto thee as the Gentile and the publican," (Matt. 18:15-17); that is, he shall be expelled by the offical board.

Immoral Conduct.

2. Whenever a member is accused of immoral conduct, the official board shall appoint one or more persons to visit the accused, and if possible reclaim him;

but if unsuccessful, and the guilt be denied, he shall be tried by a committee of said official board chosen by the parties concerned, with the pastor in charge as chairman; and, if found guilty, the accused shall be expelled unless satisfaction be given. If the accused refuses to choose his committeeman when properly notified, the quarterly conference shall choose a second person, and these two a third, which committee shall try the case and decide. Should any case arise where it would be expedient to choose a committee from some other church or churches than the one to which the parties belong it shall be lawful to do so. An elder may be chosen as chairman, should the pastor in charge deem this to be best. Should any member be dissatisfied with the decision, an appeal may be had to the quarterly conference, by giving notice thereof to the secretary of the committee. (See Chapter VI, Section II.) In such cases, however, the same persons shall not sit in judgment on the same case.

Disobedience to the Order of the Church.

3. In cases of neglect of duty of any kind, imprudent conduct, indulging sinful tempers or words, or disobedience to the order and discipline of the Church: First, let private reproof be given by the pastor or leader; and if there be an acknowledgment of the fault, proper humiliation, and a promise to reform, the person may be borne with. On a second offense, the pastor or leader shall take with him one or two faithful members. On a third offense, let the case be brought before the official board, or a select committee; and if there be no satisfactory humiliation, the offender shall be expelled by vote of the official board. In case the accused shall deny his guilt and demand a trial, and there be a reasonable doubt or question about his guilt, he shall be tried by a committee, and, if found guilty, he shall be expelled. In case of trial under this clause, the leader shall act in behalf of the local church; or, if the leader be the offender, the steward shall act as prosecutor.

Disputes.

4. Should a dispute arise between members or pastors, the pastor to whom it shall be known shall in-

quire into the circumstances of the case, and, if necessary, shall recommend to the contending parties a reference to a committee consisting of one arbiter chosen by the plaintiff, and another by the defendant, and a third by these two; then these three are to decide. But, if the pastor to whom the dispute is known shall refuse or neglect to act, then the quarterly conference shall appoint some one to carry out the rule; and, if either or both disputants refuse to choose an arbiter, the quarterly conference shall appoint the first and second, and these two a third, who shall hear the case and decide.

Right of Appeal.

5. Should either party be dissatisfied with the decision, an appeal may be taken to the next quarterly conference for a second arbitration, where each party shall choose two arbiters, and the four shall choose a fifth, a decision of a majority of whom shall be final. Any member refusing to abide by this decision shall be expelled without further trial. A local church member can have no appeal beyond the quarterly conference, and there is no other method of trial than that prescribed in the Discipline, pages 22-25. Members of the church or congregation who are present at a local church trial, but take no part in said trial, are not disqualified because of said presence from sitting on the case, if an appeal is taken from the decision reached by said church.

Going to Law Forbidden

6. Any member refusing, in case of debt, or dispute, to refer the matter to arbitration when recommended to him by a preacher or leader, or who shall enter into lawsuit with another member before these measures are taken, shall be dealt with as in the case of other immoralities, except when the case is of such a nature as to require and justify a process at law, as in acting as administrators, or when a member is in danger, by delay, of suffering a loss of property. All cases of back salary shall be submitted to the quarterly conference for settlement; where the claim is disputed it shall be referred to a committee for arbitration.

Record of Trials.

7. A faithful record of the proceedings of any church trial conducted in a local church shall be kept by the secretary of the trial committee in a book provided for that purpose; and it shall be his duty, in case of an appeal, to furnish his record to the quarterly conference.

Order in Trials

8. All church trials, whether of lay members, quarterly conference ministers, annual conference ministers, conference superintendents or bishops, shall be conducted in a Christian manner, without the employment of magistrates and attorneys to administer oaths and conduct investigations. In all cases where charges have been preferred and the accused pleads guilty to them, no trial shall be necessary, but sentence shall be imposed as provided in the Discipline.

SECTION IV

TRANSFER AND WITHDRAWAL OF MEMBERS.

Certificate of Transfer of Members.

1. Whenever a member of our Church removes from one charge to another, the pastor of the charge from which he moves shall notify the pastor of the charge to which he moves, who shall obtain a certificate of transfer, by a majority vote of the official board of the local church of which he is a member, signed by the chairman of the official board, the certificate to be in the form of Chapter XXIX, Section I, No. 1, of our Book of Discipline. Transfers otherwise issued shall be invalid. Ministers shall be subject to all the provisions of the Discipline relating to the transfer of members.

Note—See also Duties of Pastors, pages 76, 77.)

Certificate of Recommendation.

2. Whenever a member of our Church shall move from one pastoral charge to another, and shall make application to the official board for a certificate of recommendation, said member may be entitled to receive such certificate of recommendation by a majority vote of the official board; said certificate to be in the form of Chapter XXIX, Section I, No. 2, of our Discipline.

Certificate of Dismissal and Recommendation

3. Whenever a member of our Church desires to unite with a church of another denomination, he may obtain a certificate of dismissal and recommendation by a vote of the official board of the church to which he belongs, provided that his Christian life has been good, and that he has settled all his church pledges and other financial obligations to date; said certificate to be in the form of Chapter XXIX, Section 1, No. 3, of our Discipline.

Limitation of Certificate.

4. A certificate issued to a member of our Church, as provided in either of the preceding sections, must be presented to some local church, or returned to the church by which it was granted, within eighteen months; otherwise it becomes null and void.

Amenability of Certified Member.

5. A member receiving a certificate of transfer, or recommendation, shall remain a member of the local church by which it was granted for eighteen months, unless the letter has been deposited with another local church or returned to the church by which it was granted, after which time the letter becomes null and void.

Disposal of Delinquent Non-Resident Member

6. Whenever a member moves from a charge, without taking a certificate of transfer or dismissal, and fails either to support or to report himself to the local church, or to the pastor thereof, at least once during each conference year, he shall be marked, 'Removed from membership without certificate' at the end of three years; provided that the pastor or official board has made at least two sincere efforts each year to apprise such member of his delinquency and has earnestly urged him to be faithful to his vows of church membership.

Certificate of Withdrawal.

7. Whenever a member of our Church desires to withdraw, and his Christian life has been good, and he has settled all his church dues, subscriptions, and other financial obligations he shall be entitled to a cer-

tificate of honorable withdrawal from the Church by a majority vote of the official board, said certificate to be in the form of Chapter XXIX, Section I, No. 4, of our Discipline.

Membership of Ministers Required.

8. Every quarterly and annual-conference minister is required to hold membership in some local United Brethren church and upon neglect or refusal to do so shall lose his official relation. Annual-conference ministers shall report yearly to the recording secretary of the annual conference the place of their church membership. Pastors shall report in the spaces on the annual conference report blank for that purpose. Each pastor shall hold membership on the charge he serves.

CHAPTER V

Government of the Church.

Section I

CHURCHES.

Local Church Organization.

1. A local congregation of the Church of the United Brethren in Christ may be organized, where not already established, by any regularly authorized minister or missionary of the denomination with the approval of the conference superintendent and council of administration, who shall enroll the names of not less than ten resident persons in a book of record, giving to each the right hand of fellowship, and causing a class-leader to be elected and appointing one or more class stewards. The organization of churches outside of conference territory shall be under the direction of the Home Mission and Church Erection Society.

Membership Record.

2. Each local congregation shall procure from the Otterbein Press the regular church membership record, which shall be the property of the congregation. The pastor shall be the custodian of this record and shall record in it, in the order of their admission to membership, the names of the members of the congregation along with such personal data as the record may provide for. He shall be careful to see that every name is properly recorded, and that no member is at any time marked as having terminated or lost his membership, except by letter, transfer, or death, or as the result of disciplinary steps regularly taken. All changes in the membership roll shall be approved by action of the official board each month, or as often as necessary.

Division Into Classes.

3. A local congregation may be divided into two or more classes, if deemed proper to do so, by the official board. Near the close of the official year each class shall elect its leader. Whenever the official board so

decides, the leaders may be chosen by a vote of the entire membership. After such division the word "class" shall denote only a section of the local church.

Promotional Groups.

4. For promoting the spiritual, educational, and financial interests of the local church and of the denomination, the membership of the local church may be arranged in groups, with a leader for each group. The grouping may be by families, arranged geographically and numerically so as to be conveniently and effectively served by the group leaders. Non-resident members should constitute a group to be reached by correspondence. The grouping and the appointing of group leaders should be done by the official board. A promotional committee, consisting of from three to seven members, should be elected by the official board at its last session for the conference year.

Disbanding Churches.

5. Whenever a quarterly conference deems it impracticable to maintain the organization of a church under its jurisdiction it shall, by motion, pass a resolution setting forth the reason or reasons for abandoning the church, and instruct the conference superintendent to convey said resolution to the annual conference for consideration and action. In no case shall a quarterly conference disband a church without the consent of the annual conference. When a church is disbanded, the remaining members shall be transferred by the pastor, or conference superintendent, to such church or churches as said members may desire, or to the nearest United Brethren church. On stations where the quarterly conference membership is greatly reduced, recommendation for the abandoning of the church may be made by the conference board of trustees.

A Charge.

6. A charge shall consist of such appointment or appointments as the annual conference shall determine. A charge of one appointment is a station; a charge of two or more regular appointments is a circuit.

Section II

OFFICIAL BOARD

1. The business of each local church shall be delegated to an official board, except as otherwise provided for by the Discipline. The membership of the official board shall consist of the pastor, all properly recognized ministers and deaconesses holding membership in the local church and who are not elsewhere employed, the secretary of the offical board, the class-leaders, the general director of Christian education; the directors of Adult, Young People's, and Children's work the superintendent and treasurer of the Sunday church school, the presidents and treasurers of the Adult and Young People's Christian Endeavor, the superintendents of the Intermediate and Junior Christian Endeavor; presidents and treasurers of the Brotherhood, the Women's Missionary Society, the Otterbein Guild, and the Women's Aid Society; the church stewards, the treasurer of the current expense and benevolence funds, the local church treasurer, the financial secretary, and the church and parsonage trustees. If deemed advisable, a church may elect members of the official board additional to the foregoing to serve for one year as congregational representatives in the following ratio: A church having a membership of 250 or less may elect two, a church having between 250 and 600 members may elect four, and a church with more than 600 members may elect six. Such representatives must be at least eighteen years of age, and members of the local church in good standing, and must be elected by the members of the church present at a congregational meeting called for this purpose.

A quorum of the official board shall consist of the number present, and only members of the local church are entitled to vote.

2. The pastor shall be the president of the board; in his absence one of the members shall be elected president *pro tempore*. The sessions shall begin and close with devotional exercises.

3. The official board shall elect a secretary who shall keep a full and complete record of all its proceedings.

4. The official board shall elect a financial secretary who shall keep a record of the members of the church

together with the amounts they subscribe and contribute to the current expense budget and the benevolence budget. He shall receive from the steward or stewards the moneys paid in, and after recording the amounts shall transmit the same to the treasurer.

5. The official board shall elect a current expense treasurer and a benevolence treasurer.

(1) The current expense treasurer shall receive all moneys, intended for current expenses, from the general steward, the financial secretary, or from regular or special offerings, and shall pay out these funds as directed by the official board. Where a single envelope is used the funds shall be divided in the proportion that the benevolence funds sustain to the current expense funds and in no case shall benevolence funds be used to pay current expense bills.

(2) The benevolence treasurer shall receive all moneys, intended for benevolence purposes, from the general steward and financial secretary; also all special and general benevolence funds, including orphanage and home offerings, collected by any person or department of the church. Such funds shall be paid to the conference treasurer not later than the third day of each month. If desired, one person may serve as treasurer of both current expense and benevolence funds. Where a single envelope is used, or where no envelope is used, the funds shall be divided in the proportion that the current expense funds sustain to the benevolence funds and in no case shall benevolence funds be used to pay current expense bills.

(3) The official board may, if it so desires, elect a local church treasurer, who shall receive all moneys of whatsoever nature from the treasurers of all the various departments of the local church. He shall keep a separate account for each department, and shall pay out the money of any department only on receipt of a voucher signed by the chairman and secretary of that department, and he shall charge each account with the amount of the vouchers issued by that department.

6. The official board shall receive statements of all subscriptions and moneys received and disbursed for the interest of the local church; and all persons in-

trusted with moneys or subscriptions, whether trustees, stewards, treasurers, or others, shall report the same to the official board as soon as possible.

7. The official board may elect a finance committee consisting of not less than five members, one of whom shall be the financial secretary. This committee shall advise in all matters of finance, and shall, not less than thirty days before the every member canvass or the close of the fiscal year, arrange a budget of the estimated expenses for the church for the coming year. This budget shall include all necessary local expenses as well as the benevolence budget to be allocated by the annual conference. The committee shall report its findings to the official board for its action, and shall recommend how these funds are to be secured.

8. The official board shall be the body to grant transfers and dismissals from the church. It shall correct the church records at least one month before the convening of the annual conference. This work is to be essentially clerical, and in no sense to be understood as an investigation or trial of any member, the object being to see that the church records state the facts as to who are and have been members. No member shall be marked as having terminated or lost his membership in the church, except at his request, or by death, or until the prescribed disciplinary steps have been taken, as set forth in Chapter IV, Section IV, paragraph 5.

9. The official board shall elect a steward or stewards, as provided for in Chapter V, Section IV, paragraph 1. It shall see that class leaders are elected as provided for in Chapter V, Section I, paragraph 3.

10. The official board shall elect a music committee of three or more who shall supervise the work of the choir, chorister, organist and other musical organizations and leaders of the church. The work of this committee shall be subject to the approval of the official board.

11. The official board shall elect a general director of Christian education, who may be the pastor.

12. The church shall purchase all books necessary for the use of the secretaries and treasurers, and these books shall be subject to the call of the official board at any time.

13. The official board on stations shall meet once a month, and on circuits at least once each quarter, or on the call of the pastor.

14. The official board, at its last regular meeting preceding the meeting of the annual conference, shall elect an auditing committee for the church, whose duty it shall be to audit the books of all treasurers and report its findings at the first regular meeting of the official board following the annual conference.

15. The acts of the official board, to be valid, shall be approved by the quarterly conference.

Relation to Women's Missionary Society

16. The pastor and the official board sustain the same relation to the Women's Missionary Society as they do to any other department of activity in the local church.

Annual Elections

17. The election of officers for the local church organizations shall be held at least thirty days prior to the sitting of the annual conference. The tenure of office shall begin the first Sunday after the conference session. (See page 195, Article VII.)

SECTION III

CLASS-LEADERS.

Qualifications and Duties.

1. It shall be the duty of the class-leader to live a pious life and set a godly example before his class; to study carefully the Holy Scriptures, fully qualifying himself for the faithful performance of his duties as a leader and counselor of his class.

Holding Meetings.

2. Under the direction of the pastor, he shall meet his class in class-meeting or prayer-meeting as often as practicable, speak to them concerning their spiritual welfare, and exhort them to unity and love. He shall extend the freedom of our prayer- and class-meetings to all sincere and well-disposed persons who may desire to attend them.

Visiting the Sick and Delinquent.

3. Whenever any of the members of his class are sick, or delinquent in the performance of their duties, he shall visit them and labor with them as circumstances may require, or arrange for someone else to do so.

Class Record.

4. He shall keep a record of the class and shall make regular reports of his work and the condition of his class to the official board and quarterly conference.

Dismissal for Delinquency.

5. Any class-leader failing to discharge these duties may, on complaint, be removed by the official board.

SECTION IV

CLASS-STEWARDS.

1. Every local church shall have one or more class-stewards, to be chosen annually, within the last quarter of the conference year, by the official board. On circuits, there shall be a general steward chosen annually by the quarterly conference.

2. Every member should contribute weekly, through envelopes, to the local church and benevolence budget. It shall be the duty of the financial secretary to receive the envelopes, keep a correct record of names and amounts paid, and report the same to the official board monthly. He shall furnish each steward, at the end of each month, a list of the names of those who are delinquent in payment with statement of the amount due from each. The stewards shall then endeavor to secure prompt payment of any deficits.

On circuits, where weekly services are not held, the contributions to the local budget shall conform to the weekly method as nearly as possible. The stewards shall keep an accurate account of the payments made by their respective lists of members, and shall report the same monthly to the financial secretary, who shall report to the quarterly conference.

3. Any member of the local church refusing to contribute toward the support of the church and benevolence budget shall be reported by the steward to the official board, and if, after having been visited by a com-

mittee, he still persists in his refusal, he may be suspended or expelled.

Elements for the Lord's Supper.

4. It shall also be the duty of the stewards to provide the elements for the sacrament of the Lord's Supper, always securing unfermented wine.

Dismissal for Delinquency.

5. Any steward failing to discharge his duties may, on complaint, be removed by the official board.

SECTION V

QUARTERLY CONFERENCE.

Members.

1. The members of the quarterly conference shall be the conference superintendent, the lay delegate, and all members of the official board or boards (see Chapter V, Section II, paragraph 1) of the church or churches on the charge. A quorum of the quarterly conference shall consist of the members present at any meeting, and only members of the local churches of the charge shall be entitled to vote.

Duties.

2. In the absence of the conference superintendent the quarterly conference shall elect a chairman *pro tempore.*

3. The quarterly conference shall elect a secretary, whose duty it shall be to keep a correct record of all its proceedings in a book provided for that purpose, in which the names of all the members composing the said conference shall be entered.

4. The quarterly conference shall make inquiry into the moral deportment and official character of all its members.

5. The quarterly conference shall enforce discipline in all the churches under its jurisdiction, but in no case may it disband a church unless the preliminary steps have been taken as required in Chapter V, Section I, paragraph 5.

6. The quarterly conference shall hear the reports of stewards, and make settlement with the pastor.

7. The quarterly conference shall be amenable to the annual conference for its official acts.

Appeals and Trials.

8. The quarterly conference shall receive and try all appeals and references that may come regularly before it; but no member of quarterly conference can be suspended or expelled from the church prior to a committee trial.

Licensing Ministers.

9. The quarterly conference shall have power to grant license to preach according to the provisions of Chapter VII, Section II.

10. The quarterly conference shall renew the license of quarterly-conference ministers and lay ministers annually, if they are faithfully applying themselves to the course of study and if they are found worthy.

Recommending to the Annual Conference.

11. The quarterly conference may recommend to the annual conference, quarterly-conference licentiates of two or more conference years' standing, who have completed the course of study required.

General Stewards and Estimating Committee

12. On circuits, the quarterly conference, at its last session in the year, shall elect by ballot a general steward for the charge, whose duty it shall be to assist the class-stewards in securing the local budgets. It shall also elect an estimating committee consisting of two members from each church of the charge. This committee shall meet at the time and place specified by the minister appointed to the charge for the ensuing year, and shall estimate the amount of pastor's salary to be paid by the different churches of the charge and report the same to the first quarterly conference for ratification or change.

Salary Contract.

13. The quarterly conference shall definitely determine what the pastor's salary shall be for the year. No contract made by the official board shall be valid until ratified by the quarterly conference. The agreement be-

tween the pastor and the quarterly conference shall be a valid contract. Whenever a charge owns a parsonage, or rents a house for the pastor to live in, the charge shall have credit for the same by the pastor reporting as so much salary the amount the parsonage would rent for or the amount paid for the rented house.

Parsonage and Moving the Pastor.

14. It shall be the duty of a circuit or station, whenever a pastor is sent to it by the annual conference or superintendent, to provide a house and move the pastor at its own expense from any point within the bounds of the conference.

Appeals.

15. In all cases of appeal, whether to the quarterly or annual conference, or to the court of appeals, the course prescribed in the chapter on Appeals is the proper one to be pursued.

Delegate to Annual Conference.

16. The quarterly conference shall elect by ballot, at its third or last session for the year, a lay delegate to the annual conference, a majority of all the votes cast being necessary to a choice; an alternate also shall be elected at the same time and in like manner. The delegate or alternate so elected shall officially represent the church or churches, from which he is chosen, until his successor is elected the following year. No person holding an annual conference license to preach, or who has been recommended to the annual conference for license to preach, or the wife or widow of such person, shall be eligible for election as lay delegate to the annual conference. Both the delegate and the alternate shall be over eighteen years of age, and members of the Church of the United Brethren in Christ, and of a local church on the charge, not less than one year previous to their election.

Review Official Board.

17. The quarterly conference shall review all the acts of the official board. If they meet with the approval of the quarterly conference they shall be ratified.

Place of Meeting.

18. The quarterly conference shall determine its places of meeting.

Section VI

ANNUAL CONFERENCE.

Members.

1. The annual conference shall consist of all ordained and licentiate ministers who shall have been duly received, the conference treasurer, the lay members of the conference board of trustees, and not to exceed three lay members of the conference council of administration, also one lay delegate from each charge in the conference, the lay delegates to possess the qualifications named in Section V, par. 16, of this chapter, and to be elected as therein specified.

Lay Delegates' Rights.

2. Lay delegates shall have all the rights and privileges of ministers in the annual conference, except the right to vote upon the reception or expulsion of ministers, the passing of ministers in the course of study, the ordination of ministers, and the nomination of ministerial delegates to the General Conference.

Chairman Pro Tem.

3. In the absence of a bishop, it shall be the duty of the annual conference to elect a chairman *pro tempore.*

Devotions.

4. Suitable devotional exercises, consisting of scripture reading, singing, and prayer, shall be held at the opening and closing of the conference sessions.

Secretaries.

5. The conference shall elect annually by ballot one or more recording and statistical secretaries.

It shall be the duty of the recording secretary or secretaries to keep a full and complete record of all proceedings of the conference in a book provided specifically for that purpose. Unless otherwise provided for, he shall edit the minutes of the conference proceedings for publication.

It shall be the duty of the statistical secretary or

secretaries to make a correct transcript of all the statistical reports submitted to the conference by the pastors. Immediately after the adjournment of the conference he shall transmit to the publishing agent at Dayton, Ohio, and to the bishop of the district, a correct copy of all the footings of the conference chart.

In case of a vacancy in the secretary's office, the conference superintendent or superintendents shall appoint a secretary to serve until the ensuing annual conference.

Treasurer.

6. The conference shall elect annually by ballot a treasurer, who shall receive all funds of the conference, including all special and general benevolence funds and charities, and shall forward the same to the general church treasurer at Dayton, Ohio, on the fifth day of each month, less such amount as the General Conference may from time to time determine to be used as conference claims for conference work. In no case shall any other benevolence funds be diverted to conference interests, provided that in the case of orphanages and homes, or in case of explicit directions by the donors, the treasurer is hereby authorized to send such moneys direct to the treasurer of such organization or charity. The conference claims or conference benevolences shall be disbursed by the treasurer on order of the conference. He shall keep an accurate account of all his receipts and disbursements, keeping separate accounts for different funds, and shall make a detailed, itemized report of every such account to the annual conference. The treasurer's book shall be the property of the conference. The treasurer shall be required to give bond for the faithful performance of his duty, the amount of the bond to be fixed by the conference. He shall receive such compensation as the conference may determine. In case of a vacancy in the treasurer's office, the conference superintendent or superintendents shall appoint a treasurer to serve until the ensuing annual conference.

Examination of Pastors

7. All ministers shall report in person or by letter to the annual conference, and may be examined respecting their deportment toward their fellow-men, whether

their conduct in life be blameless, and whether they employ as much time as practicable in promoting the kingdom of God (Titus 1: 7-9 and II Timothy 2:15). If found delinquent they shall be admonished or advised, as the case may require. Should all admonition or advice fail, then the name of the delinquent person shall be erased from the roll of the conference.

Examination of Charges

8. Where there is a shortage of finances, or where no new members have been received into the church during the year, the pastor and lay delegate of the charge shall appear before a committee composed of the Bishop and conference superintendent and make explanation.

Absentees.

9. Should any member of the annual conference absent himself from the session of conference three years in succession without giving a satisfactory reason for so doing, his name may be erased from the roll of the conference.

Authority of the Annual Conference.

10. An annual conference may adopt rules for its own government not in conflict with the Discipline of the Church. The annual conference shall be amenable to the General Conference for its official acts.

Stationing Committee.

11. The bishop, conference superintendent or superintendents, and the retiring superintendent or superintendents shall constitute the stationing committee, whose duty it shall be to supply all the circuits, stations, and missions, as far as practicable, from the list of itinerants; provided, however, that where there is but one conference superintendent on the committee, the conference may elect to the same one or more unemployed elders.

The stationing committee shall have at least two meetings before its work is completed.

Appeal from Stationing Committee's Report.

12. If any of the pastors thus stationed, or any who may not receive an appointment, is dissatisfied, he

shall have a right to appeal to the annual conference. If two-thirds grant the appeal, the decision shall be final. In case of an appeal from the decision of the stationing committee, no pastor stationed by said committee shall be changed, without his consent, to accommodate the pastor making such appeal. In no case shall pastors be permitted to exchange charges, except in the manner provided for in Chapter VII, Section VII, paragraph 4, item (7).

Employment of Other Ministers.

13. Should there not be enough itinerants to supply all the circuits, stations, and missions, the remaining charges shall be supplied by the stationing committee or conference superintendent from other available ministers.

Business Sheet.

14. The annual conference shall transact its business according to a business sheet prepared by the board of bishops.

Conference District Organization.

15. For the promotion of the work in the annual conference the charges may be arranged into districts, each with a district leader, selected by the stationing committee or in such manner as the annual conference may determine. The district leader, in cooperation with the conference superintendent, shall direct the activities of his district by looking after its organization, furnishing information, planning district meetings or rallies, and leading in the development of his territory.

Each annual conference shall elect or appoint a council of administration; the bishop of the district and the conference superintendent or superintendents shall be members *ex officio;* three lay members of the council shall become members *ex officio* of the ensuing annual conference. The council shall meet quarterly or as the work of the conference may require, at the joint call of the bishop and the conference superintendent to review the work and administration of the pastors and advise concerning all administrative work and general welfare of the conference. Pastors shall report to the superin-

tendent and council the condition of the local church work, the progress in annual conference and general church programs, and such other matters as may be requested by the council.

In conferences where distances make regular meetings impracticable the council may choose an executive committee from within the council which shall act for the council and report its work to the council.

Meetings or rallies shall be held in each district as the conference superintendent or council may arrange. Pastors, lay delegates, at least one layman appointed from each local church, and as many members from the churches as possible, should attend the meeting, review the work of the district, and plan to carry out the program of the conference.

Judicial Committee.

16. The annual conference shall elect a judicial committee, consisting of five elders who shall sit in judgment in all such cases as are referred to in Chapter VI, Section I. They shall serve for five years, one to be elected each year.

17. It shall be the duty of the several annual conferences to make such regulations for the support of the superintendents as they think best.

Section VII

GENERAL CONFERENCE.

Members.

1. (See Constitution, Article I, Section I.)

Conference Representation.

2. The annual conferences shall be represented in the General Conference according to the following ratios:

All conferences having less than three thousand members shall be entitled to two delegates, one ministerial and one lay; three thousand and less than eight thousand, two ministerial and two lay; eight thousand and less than thirteen thousand, three ministerial and three lay; thirteen thousand and less than eighteen thousand, four ministerial and four lay; eighteen thousand and less than twenty-three thousand, five ministerial and five

lay; the same ratio to be continued through conferences having larger numbers.

All general officers elected by the General Conference shall be advisory delegates at large.

The number of delegates from foreign mission conferences, not in excess of the above ratios, and the manner of their election shall be determined by the Foreign Mission board.

Bishops' Announcement.

3. The board of bishops shall as early as possible announce the number of delegates to which each conference shall be entitled, as appearing from the statistics of the annual conferences at the end of the third year of the quadrennial term; provided, however, that at the following annual conference, should it be found, after the statistical secretary has made his report, that the number of members in the conference at that time would change the number of delegates to which the conference is entitled, the presiding bishop shall so announce to the conference, and the conference shall nominate the number of delegates indicated by the membership at that time.

Nomination of Ministerial Delegates.

4. It shall be the duty of the ministerial members of each annual conference at the session next preceding the General Conference, and apart from the lay delegates, to nominate by ballot three times the number of ministerial delegates to be elected. A majority of all the ballots cast shall be required to effect a nomination, and no ballot shall be counted which has more or fewer names voted for than the required number of persons to be nominated. Should more than the required number receive a majority of votes for nomination, other ballots shall be taken until the required number is chosen.

Nomination of Lay Delegates

5. It shall be the duty of the lay delegates, in separate convention, to nominate by ballot three times the number of lay delegates to be elected, the nomination to be made from a list submitted by the conference superintendent or conference superintendents containing

the names of persons recommended at the last quarterly conferences of the charges and any others who may be suggested by the laymen in annual conference assembled. Each charge may recommend one person to be voted for. It shall require a majority of all the ballots cast to effect a nomination, and no ballot shall be counted which has more or fewer names voted for than the required number of persons to be nominated. This provision shall not be construed as depriving members of the right to vote, if desirous of doing so, for other laymen who are eligible. Should more than the required number receive a majority of votes for nomination, other ballots shall be taken until the required number is chosen. Not more than one delegate shall be nominated from any one church.

Annual-Conference Tellers.

6. Each annual conference shall appoint a committee of three as a board of tellers and three as alternates, to receive and publicly count the votes, and issue certificates of election to those receiving the highest number of votes. It shall be the duty of the board of tellers to meet before the month of November and appoint one of their number secretary, and to said secretary all returns of boards of election shall be made. The said secretary shall retain under lock and key all such reports until the official count is made.

List of Nominees and Blanks.

7. The annual conference shall furnish, through its recording secretary, to each pastor in charge of a field of labor a list of all the ministers and laymen nominated. It shall be the duty of each conference superintendent to have printed in convenient form, and deliver in due time to each pastor, printed ballots containing the names of all nominees, with their postoffice addresses, for use in the election of delegates. He shall also furnish to each pastor in charge on his district blank bills of election, which shall be distributed by the pastors to their respective boards of election.

Boards of Election.

8. The official board of each local church shall appoint a board of election of not less than three mem-

bers, to which the pastor shall furnish a copy of the list of persons nominated. The election shall be held invariably between November 15 and December 15 next preceding the sitting of the General Conference.

It shall be the duty of the board of election of each local church to announce publicly, at least one week before the election, a meeting of the members of said church for the purpose of casting their ballots for delegates to represent them in the General Conference. All members of the church twelve years of age and over shall be entitled to vote. No ballot shall be counted that has more or less names voted for than the required number of persons to be elected.

Absent Voters.

9. Members incapacitated by age, affliction, nonresidence, or other unavoidable circumstances, and pastors absent on their charges, may send their ballots containing the names of their choice, with their own names signed on the back of their ballots; provided, that no votes shall be counted except those cast on the day appointed for such election.

Election Returns.

10. Each board of election shall immediately make up the bill of election, sign, enclose, and seal it, and transmit it to the secretary of the board of tellers appointed by the annual conference, stating what church, circuit, mission, or station the vote represents. It shall also keep a correct copy of the bill sent to the tellers; also a list of the names of all members voting, and also the ballots used in voting, until after the adjournment of the General Conference, when they may be destroyed.

Pastors and Election Forms.

11. Pastors shall be required to see that forms for the election of delegates are properly filled out and the returns of their charges sent in; they shall be held amenable to the annual conference for the discharge of this duty.

Canvassing and Publication of Returns.

12. The annual conference board of tellers, not later than the third week in January, shall prepare a list

of all persons voted for, and of the number of votes for each; and should any two or more of the candidates have an equal number of votes, the tellers shall determine, by lot, which is elected. The board shall forward, by the twenty-fifth of January, to the editor of the *Religious Telescope* for publication, the names and post-office addresses of those elected. It shall also transmit to the publishing agent, at Dayton, Ohio, a complete list of all persons voted for and the number of votes cast for each, which record he shall furnish to the ensuing General Conference. If any one of those elected should be prevented from attending, by death, sickness, or otherwise, it shall be the duty of the tellers or secretary of the General Conference to notify the next highest on the bill of election to take his place; other vacancies shall be filled in like manner, descending, if need be, to the last candidate. No bills of election received by the tellers after the fifteenth of January shall be counted.

Contests.

13. In case of a contest for the seat of any delegate reported elected to the General Conference by the board of tellers of his conference, the contestee shall give notice to the secretary of the conference in writing, forty days before the sitting of the General Conference, in which charges and specifications shall be plainly stated. Any person failing to give such notice shall forfeit his right to contest in the General Conference.

Location and Entertainment of General Conference.

14. Arrangements for the time, place and entertainment of the General Conference, if not determined at its session, or if satisfactory arrangements for the entertainment and care of the delegates and visitors and the proper expenses for the General Conference be not provided, shall be referred with full power to act to the Bishops and the Agent and board of trustees of the printing establishment.

General Conference Expense Fund.

15. The Board of Administration shall make an estimate of the amount required for the expenses of the ensuing General Conference, to include board and

traveling expenses of delegates and Bishops. This amount, when agreed upon, shall be included in the Benevolence Budget to be raised by the churches of the various annual conferences.

Delegates' Expenses.

16. This money shall be known as the General Conference expense fund, and shall be distributed among the delegates and bishops in proportion to their traveling expenses by the most direct route to and from the seat of the General Conference, and shall include their board and lodging during the sessions of the conference. This money shall be paid when the General Conference auditor has approved the expense accounts of the members of the General Conference.

Examination of Annual Conferences.

17. The General Conference shall examine the records of the annual conferences and see that the business has been done strictly in accordance with the Discipline of the Church.

Election of Officers.

18. In the election of all the officers of the General Conference a majority of all votes cast shall be necessary for a choice, and no ballot shall be counted where the voter has voted for more or less persons than are to be elected.

Election.

19. Bishops of the Church and other general church officers shall be elected every four years by the General Conference.

Salaries.

20. The General Conference shall fix the salaries of the bishops and other general church officers. The salaries of the bishops shall form an item in the general budget of the denomination. The salaries of the other general church officers shall be paid by the departments, bureaus, or institutions which they serve.

Retirement Age

21. No individual, whose seventieth birthday is reached during the calendar year in which a regular session of the General Conference is convened, shall be

continued in or elected to active service as a general official of the Church.

Provisions shall be made by the general boards and institutions whereby a retiring general official, who has served them ten or more years, shall receive a retirement income, provided that, if he be eligible, he be a member of the Church Service Annuity Fund of the Ministerial Pension Plan, prior to receiving a retirement income. This income shall amount to one-fourth of his regular salary at the time of retirement, including the income from the Church Service Annuity Fund of the Ministerial Pension Plan. Where a retiring general official has served for a period of less than ten years, the retirement income shall be determined proportionately on the above ratio. This item is to be effective on adoption.

Districts of Bishops.

22. The assignment of bishops to their respective districts shall be made by a committee of three from each district, to be chosen by the delegates of the district assembled for that purpose. Each bishop shall reside within the bounds of the district to which he is assigned.

Accountability of Bishops.

23. The bishops of the church shall be amenable to the General Conference for the faithful discharge of their official duties. Their administration and services in the general superintendence of the varied interests of the denomination shall be subject to review the same as other administrative officers at the quadrennial meetings of the General Conference.

Vacancies.

24. Whenever a vacancy in the office of bishop in any district occurs during the first three years of the quadrennium, it shall be the duty of the remaining bishops to initiate an election by letter ballot within thirty days after the vacancy occurs, all members of the preceding General Conference, who are members of the church, voting. The publishing agent shall provide and send out blank ballots, and return-stamped envelopes under the direction of the board of bishops. The board of bishops shall appoint a board of tellers, three in

number, from the membership of the church in the vicinity of Dayton, Ohio. The ballots shall be turned over to them by the publishing agent, as directed by the bishops. The bishops shall set a date when the ballots shall be in, and also when and where the ballots shall be counted by the tellers, these two dates to be printed on the ballots sent out to the delegates. The tellers shall certify the entire vote to the bishops, and they shall announce the election of the person receiving a majority of the votes cast. In case no election occurs on the first ballot, other ballots shall be taken until some one receives a majority vote. In case a vacancy occurs during the last year of the quadrennium the remaining bishops shall divide the work of the district among themselves for the remainder of the quadrennium.

Bishop Emeritus.

25. Whenever it is deemed advisable, the General Conference may elect a Bishop to the emeritus relationship, provided he has served as an active bishop for three or more successive quadrenniums. A bishop emeritus shall be an advisory member of the Board of Bishops, and an *ex officio* member of the General Conference.

Boards of Trustees.

26. The trustees of the general church boards shall be divided into two equal groups, elected at alternate General Conferences for a term of eight years or in harmony with the charters of the boards. In case of an odd number of trustees, the two groups shall be as nearly equal as possible. The members of these groups shall be composed as nearly as possible of an equal number of ministers and laymen.

Vacancies in Boards.

27. If the board of trustees of any of our church institutions shall, on account of removals or otherwise, at any time not have the number of members required by the charter of such institutions to be selected from a particular State, said board shall be authorized to supply said deficiency by the selection of additional trustees.

If an officer or trustee of any of our general boards or institutions, who was chosen to represent a certain district or area, shall remove his residence permanently from the area he was chosen to represent, his office shall automatically become vacant.

Vacancies in Secretaryships.

28. In the event of a vacancy in any of the secretaryships constituted by the General Conference, the board of that department shall fill the place. Should a vacancy occur in any General Conference position where no board is empowered to fill the place, such authority shall be vested in the Board of Administration.

Beginning of Quadrennium.

29. The quadrennium shall begin July 1, following the adjournment of the General Conference, and the tenure of office of all general officers, secretaries, and members of boards shall take effect upon that date.

Standing Committees and Commissions.

30. All committees or commissions, chosen by the General Conference, to function during the quadrennium, shall organize soon after being elected, and send the names of their officers to the Board of Administration for record. These committees and commissions shall furnish reports of their findings and work to the Board of Administration to be entered with other assembled reports, and mailed to the General Conference delegates prior to the sitting of the Conference.

CHAPTER VI

Trials and Appeals

Section I

TRIALS

Quarterly Conference Ministers.

1. Whenever a quarterly conference minister is accused of conduct unworthy of such a representative of the church, the pastor of the charge where such preacher holds his membership shall appoint one or more disinterested persons as a committee to inquire into the complaints, and if grounds for charges are found, and the accused fails to satisfy the committee, charges shall be filed and reported to the next quarterly conference of which the accused is a member, and the quarterly conference shall appoint a prosecutor, whose duty it shall be to notify the accused to choose a committeeman, the prosecutor choosing a committeeman, in behalf of the church, and these two a third, all of whom shall be members of the church, before which committee the case shall be tried. The prosecutor shall notify the pastor of the charge when said committee has been properly formed, and it shall be the duty of the pastor to appoint the time and place of trial, giving not less than ten nor more than twenty days' notice; and he shall also act as chairman in the case. If a majority of the committee be satisfied that the accusation is sustained, the chairman shall require the accused to hold his peace until the quarterly conference, where the accused shall be accountable, and it shall be the duty of the committee to transmit in written form the proceedings and findings of said trial to the quarterly conference, and if the findings are sustained, the accused shall be suspended, expelled, or otherwise dealt with, as the quarterly conference may determine. But should the accused, after being duly notified, refuse, or neglect, or fail to choose a committeeman, the quarterly conference shall appoint a committee of three persons, who shall hear the case and decide.

Annual Conference Ministers.

2. Whenever an annual-conference minister is accused of immorality, trespass, imprudent conduct or disobedience to the order and discipline of the Church, the superintendent of the conference district to which he belongs shall appoint an investigating committee of two ordained ministers, who shall, in the presence of the accused, examine into the accusation, following the apostle's instruction: "Against an elder receive not an accusation, except at the mouth of two or three witnesses" (1 Tim. 5:19). If it should appear that the accusation is well founded, the examiners shall formulate and prefer charges against the accused before the judicial committee of the conference. The superintendent in charge of the case shall appoint the prosecutor of the case. The prosecutor shall notify the accused of the specific charges against him, and shall prosecute the case before the said judicial committee, provided that the accused shall have the right to object to any one or two of the judicial committee at any time within ten days of the date of trial, the vacancy or vacancies of the judicial committee to be filled by appointment of the bishop of the district upon recommendation of the superintendent in charge. The superintendent in charge shall appoint the time and place of trial, giving not less than twenty nor more than thirty days' notice to the party accused, and shall act as chairman in the case. Should the committee be convinced that the accusations are sustained and that the accused is guilty as charged they shall require him to hold his peace until the sitting of the next annual conference where he shall be accountable, and it shall be the duty of the judicial committee to transmit in writing the entire proceedings of said trial to the annual conference for review.

Should the accused be dissatisfied with the verdict of the judicial committee, he may appeal to the conference court of appeals for a review of the case. The findings of the conference court of appeals, together with whatever penalty shall be imposed, shall be final.

Trial of Conference Superintendents.

3. Whenever a conference superintendent is accused of immorality, trespass, imprudent conduct or disobedi-

ence to the order and discipline of the Church, any ordained minister to whom it is known may refer the matter to the bishop of the district, who shall appoint an investigating committee of two ordained ministers who shall, in the presence of the accused, examine into the accusations, following the apostle's instruction: "Against an elder receive not an accusation, except at the mouth of two or three witnesses" (1 Tim. 5:19). If it shall appear that the accusation is well founded, the investigating committee shall formulate and prefer charges against the accused before the conference judicial committee, who shall select a conference superintendent from another conference who shall act as conference superintendent in charge and shall appoint the prosecutor in the case. The prosecutor shall notify the accused of the specific charges against him, and shall prosecute the case before the judicial committee, provided that the accused shall have the right to object to any one or two of the judicial committee at any time within ten days of the trial, the vacancy to be filled by the bishop of the district upon recommendation of the acting conference superintendent. The superintendent in charge shall appoint the time and place of trial, giving not less than twenty nor more than thirty days' notice to the party accused, and shall act as chairman of the case. Should the committee be convinced that the accusations are sustained and that the accused is guilty as charged, they shall require him to hold his peace until the sitting of the next annual conference, where he shall be accountable, and it shall be the duty of the committee to transmit, in writing, the entire proceedings of the trial to the annual conference for review.

Should the accused be dissatisfied with the verdict of the judicial committee he may appeal to the conference court of appeals for a review of the case. The findings of the court of appeals together with whatever penalty shall be imposed by the annual conference shall be final.

Trial of Bishops.

4. Whenever a bishop is accused of immorality, trespass, imprudent conduct or disobedience to the order and discipline of the Church, any ordained minister to

whom it is known may refer the matter to the bishop of another district, who shall appoint an investigating committee of two ordained ministers who shall, in the presence of the accused, examine into the accusation, following the apostle's instruction: "Against an elder receive not an accusation except at the mouth of two or three witnesses" (I Tim. 5:19). If it should appear that the accusation is well founded, the examiners shall formulate and prefer charges against the accused before the conference judicial committee of the conference of which he is a member, who shall select a bishop from another district who shall act as the chairman and shall appoint the prosecutor in the case. The prosecutor shall notify the accused of the specific charges against him and shall prosecute the case before the conference judicial committee, provided that the accused shall have the right to object to any one or two of the judicial committee at any time within ten days of the trial, the vacancy to be filled by the conference superintendent upon recommendation of the remaining members of the judicial committee. The bishop in charge shall appoint the time and place of trial, giving not less than twenty nor more than thirty days' notice to the accused party, and shall act as chairman of the case. Should the committee be convinced that the accusations are sustained and that the accused is guilty as charged, they shall require him to hold his peace until the sitting of his annual conference where he shall be amenable, and it shall be the duty of the judicial committee to transmit, in writing, the entire proceedings of the trial to the annual conference for review.

Should the accused be dissatisfied with the verdict of the judicial committee he may appeal to the conference court of appeals for a review of the case. The findings of the conference court of appeals, together with whatever penalty shall be imposed by the annual conference, shall be final.

Section II

APPEALS

From the Decision of a Class.

Should any member be dissatisfied with the decision of a church or class, or committee of a church or class,

an appeal may be had to the next quarterly conference by giving notice thereof to the secretary of the trial, within thirty days after said trial, together with the reasons for such appeal; and it shall be the duty of the secretary to furnish the quarterly conference with a certified copy of the proceedings of the trial and of the notice of the appeal.

From the Decision of a Quarterly Conference.

Any member of a quarterly conference dissatisfied with the decision thereof, may appeal to the ensuing annual conference, within thirty days after the quarterly conference, by giving notice to the secretary, in writing, of his intention to appeal, together with his reasons for so doing; and it shall be the duty of the secretary to furnish a certified copy of the proceedings, the notification, and the reasons assigned, to the annual conference.

Court of Appeals.

1. Any member of an annual conference, when dissatisfied with the decision thereof, shall have the right to appeal to a judicial court, which shall be constituted and governed as hereinafter stated.

2. Each annual conference, at the first session subsequent to the session of the General Conference, shall elect by ballot two members of the court, who shall hold office for four consecutive years.

3. In case of an appeal from an annual conference in form and manner hereinafter set forth, the presiding bishop of said conference shall, at such time and place as he may determine, call together seven of the members of the court most accessible to the conference from which the appeal is taken, who, thus called together, shall constitute an appellate court to hear and determine said appeal.

4. This court shall organize by electing a chairman and some competent person as secretary.

5. The secretary shall receive and hold all papers and records pertaining to said appeal, subject to the order of the chairman; keep a true record of all proceedings of said court, and certify the decision thereof to the annual conference from which the appeal is taken, and also to the appellant.

6. Five of these members shall be necessary to constitute a quorum, and four must agree on a verdict. The court may affirm or reverse the finding and decision of the annual conference, or affirm in part and reverse in part; but it shall not reverse the same, nor remand the case for a new trial on account of errors plainly not affecting the result.

7. The decision of this court shall in all cases be final, except when the objections are taken on the ground that the proceedings were irregular in the application of law, and said objections are entered before the verdict of the court is announced. In case of appeal from the court under this clause, the appellant must give notice within thirty days to the secretary of the court, who shall send a copy of all proceedings in said case to the General Conference.

8. In case of an appeal from the decision of an annual conference, the appellant must give written notice to the secretary of said conference within thirty days after the adjournment thereof, setting forth both his intention to appeal and the reasons for so doing.

9. On receipt of a notice of appeal, the secretary of the conference shall immediately notify the presiding bishop, and, on notice from said bishop, transmit a copy of the proceedings of the conference in said case to said court of appeal.

10. The necessary expenses incurred in the assembling of said court shall be paid by the appellant, if the appeal is not sustained; if the appeal is sustained, the annual conference in which the appeal is made shall pay the expenses. The appellant, in all cases, at the time the notice of appeal is given, shall deposit with the secretary of said annual conference security for the payment of said expenses, in an amount fixed by said secretary.

CHAPTER VII

Ministry of the Church.

Section I

CLASSIFICATION OF THE MINISTRY.

Classes.

1. The Ministry of the church shall be divided as follows: Quarterly conference licentiates, annual conference licentiates, and elders.

Licentiates.

2. Quarterly conference licentiates are ministers who have received quarterly conference license.

3. Annual conference licentiates are ministers who have received annual conference license, but have not been ordained.

Elders.

4. Elders are ministers who have been ordained in accordance with the provisions of Section IV of this chapter. Elders shall be classified as itinerant, local, and retired.

5. Itinerant elders are those engaged in pastoral, supervisory or special work recognized and approved by the annual conference. To be admitted to this relation they shall have labored two years either as an annual conference licentiate or an elder, under the direction of the stationing committee or conference superintendent, or shall have been engaged for a similar period in special work recognized and approved by the annual conference.

6. Local elders are those who for any reason are without ministerial employment, or who have not yet been admitted to the itinerancy.

7. Retired elders are those who because of age or infirmities have been, by a vote of the annual conference elders, accorded retirement from active ministerial service.

Class—How Determined.

8. The elders of the annual conference shall determine to which of the foregoing classes each minister shall belong.

Itinerants—How Constituted.

9. All elders who offer themselves without reserve, who have met the requirements of Chapter VII, Section I, Paragraph 5, and have been received by a vote of two-thirds of the elders of the conference, shall be recognized as active itinerants.

10. If any one who is thus received shall withdraw from active work without giving satisfaction to the conference of which he is a member, or shall voluntarily cease to engage in ministerial work within his own conference or in general church work for a period of three years, he shall be classified by a two-thirds vote of the elders of the conference as a "local elder" and shall not be entitled to any support from the funds belonging to said conference. And furthermore, he shall not re-enter the itinerancy without the consent of at least two-thirds of the elders of the conference. Yet local and retired relations shall be duly recognized as proper disciplinary relations and may be secured to any brother having just claims thereto, by a two-thirds vote of the elders of the conference.

11. Should an itinerant leave in an irregular way the work assigned him, he shall forfeit his standing as an itinerant and shall surrender his credentials and shall not be entitled to support from the benevolent funds of the church.

Section II

QUARTERLY-CONFERENCE LICENTIATES

How Licensed.

1. Any person desiring a license to preach shall obtain from the class of which he is a member, by a two-thirds vote of the members present at any regular meeting of the congregation, a recommendation in writing, signed by the leader or pastor in charge, to the quarterly conference of the charge to which he belongs. He shall have studied the book, "Bird's-eye Bible Study," by Alexander Patterson, together with the Bible

itself, and be prepared to answer questions regarding biblical history and geography. The educational prerequisites for receiving such license shall be that the applicant shall be a graduate of a standard high school or of a standard academy, or shall have academic credit to enroll as a freshman in a standard college. The candidate shall express his purpose to make the ministry his life work, and give satisfactory evidence of his call, religious experience, soundness of doctrine, and attachment to the Church and its government.

2. The applicant shall be examined in the open quarterly conference by the conference superintendent. No license shall be granted in his absence, nor to any applicant who does not have the required educational preparation as indicated in paragraph 1, and who does not satisfactorily answer the following questions:

(1) Do you believe our Confession of Faith as set forth in our book of Discipline?

(2) Have you now peace with God through our Lord Jesus Christ?

(3) What is your motive in desiring permission to preach the gospel?

(4) Are you satisfied with our Church government?

(5) Will you submit yourself to the counsel of your brethren?

(6) What is your knowledge of depravity, of redemption, of faith, of repentance, of justification, of regeneration, and of sanctification?

(7) What is your educational preparation for the work of the ministry?

3. It shall be the privilege of the chairman or any other member of the quarterly conference to ask any other question or questions that may be deemed necessary.

4. Persons divorced, except on scriptural grounds, shall not be granted license.

5. No person who uses tobacco in any form shall be granted a license to preach.

6. When a minister from another church comes to us with a certificate of good standing in the church in which he has held membership, and gives satisfaction to the quarterly conference concerning his agreement on the doctrines, discipline, government, and usages of our Church, the quarterly conference may receive him.

Course of Study.

7. A graduate of a standard college may not be required to take all of the quarterly conference course of study as prescribed in our book of Discipline (pages 81-82). He may be given credit for equivalent courses which he has taken in college. He shall pass an examination by the conference superintendent on the quarterly conference courses taken. If he is not a college graduate, his first year's work in leadership training courses shall be taken in accredited classes or schools approved by the general board of Christian education, or by correspondence courses from the general board of Christian education; on completion of his second year of study courses he shall be examined by the conference superintendent at any convenient time during the year.

Renewal of License.

8. The license of a quarterly-conference minister is subject to renewal annually, at the discretion of the quarterly conference of the charge where such quarterly conference minister holds his church membership; provided, however, that, when the course of study required has been taken, he shall be excused from further examination, and shall hold his license subject to the discretion of the quarterly conference.

Recommendation to Annual Conference.

9. After a quarterly-conference minister has stood in that relation at least two conference years, or longer at the discretion of the quarterly conference, it may recommend him to the annual conference, provided he has completed the prescribed quarterly-conference course of study. If not received he shall sustain his former relation. The recommendation shall be signed by the secretary of the quarterly conference and the conference superintendent.

Section III

ANNUAL-CONFERENCE LICENTIATES.

Minister's Examination.

1. Any person recommended as a minister by his quarterly conference shall be examined by the annual

conference, or a select committee thereof, and the following questions shall be asked him:

2. (1) Do you know God in Christ Jesus to be a sin-pardoning God?

(2) Have you now peace with God, and is the love of God shed abroad in your heart by the Holy Spirit?

(3) Do you believe the Bible to be the word of God, and that therein is revealed the only way to our salvation?

(4) What foundation have you for such belief?

(5) Are you endeavoring by the grace of God to live a holy life?

(6) What is your motive for desiring permission to preach the gospel?

(7) Do you believe that man, apart from the grace of our Lord Jesus Christ, is fallen from original righteousness, and is not only entirely destitute of holiness, but is inclined to evil, and only evil, and that continually; and that except a man be born again he cannot enter into the kingdom of God?

(8) What is your knowledge of redemption, of faith, of repentance, justification, regeneration, and sanctification?

(9) Does your own salvation, and the salvation of your fellow men, lie nearer to your heart than all other things in the world?

(10) Will you subject yourself to the counsel of your brethren in the Lord?

(11) Are you satisfied with our church government?

(12) Are you willing to uphold our itinerant plan?

Educational Requirements.

3. (1) The ideal educational preparation for effective work in the ministry is a full college course followed by a theological course, to which standard we earnestly urge our candidates for the ministry to aspire.

(2) We adopt the following minimum standards: All applicants for an annual conference license shall be graduated from a standard college. This college work shall be of such character as to be acceptable to the registrar of the United Brethren college with which the conference cooperates.

(3) All annual conference licentiates who have their required college work completed but have not taken their

seminary work shall, in lieu of the latter, be required to pursue the annual conference course of study as per Discipline.

(4) In rare instances exceptions to the above standards may be made, in which case the following procedure shall be followed: A committee consisting of the conference superintendent or conference superintendents, the secretary of the conference study course, and the president of the conference board of Christian education shall make the recommendation and define the educational procedure the applicant shall follow. This recommendation must be approved by a two-thirds vote of the annual conference.

(5) Conferences are instructed, through their presiding bishops, conference superintendents, boards of Christian Education and conference course faculties to encourage and direct all candidates for the ministry in attaining the above educational standards of the denomination. This shall be a matter of business at each annual conference session to be reported by the conference board of Christian education.

(6) The conference boards of Christian education shall make a study of their respective conferences relative to the ministerial supply and demand, in order to maintain a proper ratio between the needs of the denomination and the number of applicants pursuing their ministerial education. The same conference officials are urged to aid such applicants in their efforts to qualify for ministerial service.

Requirements of Applicants

4. No quarterly conference minister shall be admitted to the annual conference without a recommendation from the quarterly conference of which he is a member. No one shall be admitted who has not met the educational requirements.

5. Persons divorced, except on scriptural grounds, shall not be granted license to preach.

6. No person shall be granted license to preach the gospel who uses tobacco in any form. The license of any preacher who uses tobacco, shall, upon proper evidence, be revoked by the annual conference.

Exemption from Examination.

7. Any person pursuing the quarterly-conference or annual-conference course of study, who presents a certificate stating that he has completed studies contained in the course or courses at any of our schools, or at schools whose standard of excellence is acceptable to the examining committee, shall be excused from further examination in such branches.

Sacraments and Unordained Ministers.

8. Unordained annual conference ministers, who are serving a charge and who are regularly engaged in the active work of the ministry and who are regularly and industriously pursuing their studies, may be permitted by their annual conference to administer the sacraments. Such permission may be granted from year to year by the annual conference in the form of a resolution, which shall contain the names of all persons to whom such privileges are granted.

An Expelled Minister.

9. Whenever a minister has been expelled, or withdraws, from an annual conference, he shall not be received into another conference without the consent of the conference with which he was formerly connected.

Minister's Transfer.

10. A minister who has served in the bounds of an annual conference other than the one to which he belongs for two years, shall be required to obtain a transfer from the conference to which he belongs and unite with the conference in whose bounds he labors, or to return to his own conference for work, unless an extension of time is granted him by his annual conference; provided that presidents and professors of schools and colleges, ministers serving home mission churches at the request of the home mission secretary, students in our institutions of learning and others engaged in general church work, shall be exempt from this requirement.

11. A minister removing from one conference to another shall apply to his annual conference for a transfer, and if he is in good standing in his conference, the conference shall, by majority vote, author-

ize the issuance of a transfer, to be signed by the Bishop and secretary, to the conference which he wishes to join, and upon presentation of said transfer to the proposed conference, he may, by vote of the conference, be admitted to membership in the same.

12. A minister applying for work to a conference other than that to which he belongs, shall be required to present a certificate of good standing to date, signed by his conference or its council of administration, and no conference shall employ any such minister without such certificate.

Limit of Transfer.

13. A minister who receives a transfer is required to present said transfer to another conference, or to return it to the conference by which it was issued, within two years after its date. If not so presented or returned, the transfer shall be null and void, and it shall be published that said minister no longer has ministerial standing in our church.

Accountability of Transferred Ministers.

14. Any minister receiving a transfer shall be a member of the quarterly conference in whose bounds he may reside, and shall also be accountable for his moral and official conduct to the annual conference granting said transfer, until his transfer be received by the conference to which he has been transferred.

SECTION IV

ELDERS.

How Received.

1. A licentiate minister may be presented to the annual conference for elder's orders when he has completed the regular course of study in the Bonebrake Theological Seminary or any other standard seminary, or upon the completion of the course of study prescribed in Chapter IX, Section II, of our book of Discipline; provided, however, that anyone not having taken his seminary training in the Bonebrake Theological Seminary shall be required to pass a satisfactory examination in United Brethren Church History and United Brethren Church Discipline; whereupon the

bishop shall propose to the conference the following questions:

Questions Regarding a Candidate.

2. (1) Is his business life known to be honest and honorable?

(2) Is he blameless touching the marriage state?

(3) Is his deportment in the social circle marked with watchful sobriety?

(4) Is he hospitable toward the afflicted and needy?

(5) Is he faithful in the public ministration of God's word, and diligent in reading and study?

(6) Is his household subject to rules of piety?

Committee Examination.

3. Should the foregoing questions be answered in the affirmative, a committee of three or five elders shall be appointed, before whom the candidate shall appear and pass an examination on the subjects suggested by the following questions:

4. (1) What are your reasons for believing the Bible to be the Word of God?

(2) What proofs can you give of the fall of man by transgression?

(3) What evidences can you give of the redemption of man by Jesus Christ?

(4) Do you believe in the deity of Jesus Christ?

(5) What foundation have you for such a belief?

(6) Do you believe in the Holy Ghost as presented in our Confession of Faith?

(7) Upon what evidence do you believe this?

(8) Do you believe the doctrine of the future state as set forth in our Confession of Faith?

(9) Is it now your purpose to give your life in active service in the Christian ministry?

Duties of Committee.

5. The committee shall have the right to propose any question touching the answers given, if said answers should be unsatisfactory. It shall also be the duty of the committee to prepare, sign, and deliver to the conference a report of each case which may have been before it.

Ordination of Licentiates.

6. Any licentiate who has completed the full course of study in the Bonebrake Theological Seminary, or other similar institution whose accreditation is approved by the same, or who has completed satisfactorily the course of study and preparation prescribed in the Discipline for the exercise of the full function of the ministry, and shall have sustained the relation of an annual conference licentiate for at least two years, and who shall have demonstrated his fitness for the Christian ministry by his life and activity in Christian work, shall be given ordination by any one of our bishops at his annual conference, provided that such candidate shall have been elected to elder's orders by a majority vote of the elders attendant upon any regular or called session of the annual conference of which he is a member.

No graduate of either a standard theological seminary or college, or both, shall be ordained until he presents evidence of satisfactory settlement with the school he has attended and with the board of Christian education if he has received a loan from the board. Courses of study offered by schools accredited by the American Association of Theological Schools shall be accepted as a fair and equitable substitute for the course of study outlined in our Church Discipline. No credit from a non-accredited school shall be allowed on the course of study.

Functions of an Elder.

7. The functions of an elder are to preach the gospel, to administer the sacraments of baptism and the Lord's Supper, to solemnize marriages, to perform all parts of divine service, and to be an example to others by himself following the Savior's example; and in a very special manner it shall be the duty of an elder to cherish and encourage young ministers, and always to be looking for those whom God has called to preach, encouraging them in making the fullest possible preparation for the work of the gospel ministry.

SECTION V

RECEPTION OF MINISTERS FROM OTHER CHURCHES.

1. Whenever a minister from another church comes to us with a certificate of good standing from the church in which he has held membership, or with a transfer from a conference, presbytery, or synod, and gives satisfaction to the annual conference concerning his agreement on the doctrines, discipline, government, and usages of our church, the conference may receive him, provided he comes with the same educational qualifications required of the ministers of our own denomination. He shall pass a satisfactory examination in United Brethren Church History, United Brethren Discipline, and the examination required of candidates for ordination. If he be an ordained minister he may be exempt from reordination.

Certificate of Reception.

2. When an ordained minister has been received from another church, he shall be furnished with a certificate signed by the bishop of the conference with which he unites; said certificate to be according to the form given in Chapter XXIX, Section II, paragraph 6.

SECTION VI

LAY PREACHERS.

How Licensed.

1. Any person desiring license as a lay preacher shall obtain from the church of which he is a member, by a two-thirds vote of the members present at any regular meeting of the congregation, a recommendation in writing signed by the leader or pastor in charge to the quarterly conference of the charge to which he belongs, which may license him after a satisfactory examination in the open quarterly conference by the conference superintendent on the doctrine and discipline of our Church. Lay preachers shall be members of and amenable to the quarterly conference where they reside, and their licenses shall be subject to annual renewal.

Duties of Lay Preachers.

2. Lay preachers shall work under the direction of the quarterly conference, or they may be recommended

to the annual conference for endorsement or for orders to serve the church as the conference may direct, either as pastors or evangelists. They may read portions of the Holy Scriptures, preaching and exhorting therefrom; give Bible readings; encourage Christians to cleave with purpose of heart to the Lord; and urge sinners to flee from the wrath to come. Lay preachers may, but are not required to, pursue the course of study prescribed for the ministry of the church.

SECTION VII

CONFERENCE SUPERINTENDENTS.

Their Election.

1. Every annual conference shall have one or more superintendents who shall be elected annually by ballot from among the ordained ministers of the conference who have stood in such relation and have been members of the conference at least five years next preceding the time of this election; provided, however, that this clause shall not be so construed as to prevent the boards of home missions and foreign missions from appointing superintendents to mission conferences. A majority of all votes cast shall be necessary to an election.

Report Blanks.

2. For the use of the conference superintendents and councils of administration a uniform system of blanks shall be prepared for quarterly reports of pastors.

Report to the Bishop.

3. The conference superintendent shall submit a quarterly report to the bishop of his conference, giving an exhibit of the work of the quarter by charges, alphabetically arranged, together with such other matters of interest as will enable the bishop to give the best possible oversight to all the activities of the church throughout his district.

Duties of Conference Superintendent.

4. (1) The conference superintendent shall preach whenever practicable, give careful attention to the administrative work of the conference, to evangelism, and to the young and inexperienced pastors so as to enable

them by careful counseling to become efficient in the work, and look after all of the general interests of the denomination.

(2) He shall prepare a schedule of quarterly conferences and attend them whenever practicable. He shall counsel with his pastors faithfully and offer them every assistance within his own power. He may call extra sessions of the quarterly conference.

(3) The conference superintendent shall earnestly endeavor to arouse the membership of the church to a more uniform performance of their duties as to a minimum salary for ordained ministers of twelve hundred dollars and parsonage on each charge, and shall suggest the most practicable means for securing same.

(4) The conference superintendent shall emphasize and promote all the general interests of the denomination. He shall direct the attention of the quarterly conferences to said interests. He, with the conference council of administration, shall seek to develop methods most efficient for acquainting the people of his conference with the work and needs of the whole Church, and shall cooperate with pastors where necessary to secure the full apportionments for the united task.

(5) At the last quarterly conference of each year, the conference superintendent shall examine the boards of trustees of church-houses and parsonages as to their having procured articles of incorporation according to the laws of the State and the regulations of the Church, and shall give such instructions as may be necessary to carry into effect these requirements of the Discipline of the Church of the United Brethren in Christ.

(6) Each superintendent shall submit a report of his district in writing to the annual conference. He shall inquire diligently into the condition of all church membership records in his district, and report to the annual conference all pastors who fail to procure and keep said church membership records as provided for in Chapter V, Section I, paragraph 2, and Chapter VII, Section IX, paragraph 6.

(7) Should it become desirable to exchange the pastors of two charges in a conference, the superintendent may, in conjunction with two preachers or class-leaders (one from each charge), exchange said pastors.

(8) The superintendent may, in conjunction with the

quarterly conference, suspend a pastor from his charge for inefficiency or neglect of duty.

(9) It shall be his duty, in consultation or correspondence with the bishop of his district, to fill all vacancies in the pastorates of the conference.

(10) Where churches do not have pastoral supervision during a conference year, or the closing months of a year, it shall be the duty of the conference superintendent to exercise oversight of such churches, and to make report of the same to the annual conference.

Section VIII

BISHOPS.

Duties of Bishops.

1. (1) The bishops of the church shall preside over the General and annual conferences, fix and announce the dates of the annual conferences, and have general supervision and direction of the varied interests and institutions of the denomination. They shall also seek to promote unity and continuity in the administrative activities of superintendents and pastors throughout the church, and see to it that all the provisions of the Discipline are faithfully observed; they shall report annually in the church periodicals the condition and progress of the church in their respective districts, and make a quadrennial report to the General Conference. They shall also deliver suitable sermons and addresses to their respective annual conferences.

(2) They shall present the interests of the homes and orphanages to the respective annual conferences cooperating, and urge a free-will offering at Christmas, or some other suitable time, each year, and encourage solicitations of funds within the bounds of their districts.

(3) They shall be charged with the responsibility of promoting evangelism.

2. A bishop emeritus, though unassigned to any district, shall remain qualified to perform such acts of a bishop in active service, as, by agreement with the bishop of the district, may be desirable and possible. In so far as his strength shall make it practicable he shall devote himself to the general interests of the church and the kingdom of God. Because of his emeritus relation he shall be relieved from active service on all the church boards.

The Board of Bishops.

3. The active bishops shall meet at least once annually for a period of at least two successive days to review the work of all areas and departments of the church, and shall make such recommendations as they deem wise and necessary to the various conferences, departments, and institutions of the denomination. At such meetings they shall decide such questions of church law and discipline as are brought to their attention. As the co-ordinating and denomination-wide officers of the Church, it shall be their duty unitedly and individually to seek the best and fullest interest of the whole Church, and to promote the work of the denomination in all of its departments with a view to its systematic and vigorous development.

Quadrennial Address.

4. The board of bishops shall present a quadrennial address to the General Conference with such a review of the work and achievements of the Church during the quadrennium, and with such recommendations, as they may deem expedient and helpful to the Church.

Superintendents' Association.

5. The bishop of each district shall call together annually the conference superintendents of his district, at some suitable place, for the purpose of consultation and planning for the promotion of the interests of the Church. They shall decide on the best methods for carrying out the program of the whole Church as given by the General Conference, and for such other activities as shall be for the best interests of their district. The annual conferences shall pay the expenses of their superintendents in attending the said meetings.

Calling Special Conferences.

6. When requested to do so by a majority of the active members of any annual conference, the bishop of the district shall reconvene said conference in special session.

Vacancy of Conference Superintendent.

7. Should any conference, through death, resignation, or otherwise, be without a superintendent, the bishop in

whose district the vacancy occurs shall appoint a superintendent for said conference to serve until the ensuing annual session of the conference.

Organization of Mission Conferences.

8. Whenever it is deemed desirable to organize a mission conference, the board of bishops, in conjunction with either the board of home missions or the board of foreign missions, shall have the power to organize such a conference in either home or foreign fields.

Missionary Oversight.

9. The bishops shall inquire carefully concerning the work done for home and foreign missions, and shall seek to develop the missionary spirit by aiding in missionary institutes, sermons, addresses, and in the widespread study of home and foreign missions. They shall confer with the conference superintendents and pastors in suggesting plans and methods for awakening interest in missions. They shall devote as much of their time as practicable to visiting mission fields and to the opening of new missions in inviting places.

Stationing of Ministers.

10. For stationing pastors, see Chapter V, Section VI, paragraph 11.

Section IX

PASTORS.

Pastors' Duties in General.

1. It shall be the duty of pastors to visit regularly the appointments on their charges, preach the Word of God to their people, and endeavor to edify and instruct all in the faith of Jesus Christ; they shall visit the sick, comfort those in sorrow, counsel those in error, and strengthen those who labor under temptation; they shall converse with their members touching their spiritual condition, pray at the family altar, hold prayer-meetings whenever practicable, and administer relief to the needy; they shall give their undivided support and cooperation to all the departments of Church activity, and shall work in full and complete harmony with the plans and policies of the denomination.

Acceptance of Appointment.

2. It is the duty of every pastor to accept the appointment given him, to move to his field of labor if practicable, and to report his work regularly and promptly as the conference superintendent may require.

Pastor's Resignation

3. If a pastor, having duly entered upon the work assigned him, should desire to leave the same for any reason, he shall offer his resignation to the conference superintendent, thirty days' notice of his intention to do so having been given in writing. The acceptance of the resignation shall be at the option of the conference superintendent.

Dismissal of Appointments.

4. A pastor is not permitted to dismiss any appointment from his circuit or mission without the consent of the quarterly conference.

Pastors Not to Trespass.

5. No minister shall arbitrarily organize a pastoral charge within the limits of a circuit or conference district, or receive compensation for labor performed, without the consent of the pastor in charge; nor shall any minister preaching in a different language accept a call from any regularly-organized class or congregation which does not belong to his conference, without the consent of the annual conference to which the charge making the request may belong. Any minister violating the provisions of this section shall be amenable to his quarterly or annual conference.

Successor's Record.

6. It shall be the duty of the official board of every charge to secure from the United Brethren Publishing House, a specially prepared annual record book, separate and distinct from the church record, into which the minister of the charge shall record, at the end of each conference year, after the church record has been corrected, the names and addresses by appointments, of all members on the charge; the name, office and address of every official member of each appointment, and the name and address of every subscriber for the

Telescope with the date of expiration. This book, in conjunction with the pastor's annual report, shall be placed in the hands of the statistical secretary for examination, comparison and correction, and shall go to the pastor appointed to the charge. It shall not be the regular church record. Any minister who neglects or refuses to make and keep this record shall be answerable to his quarterly and annual conference, and shall be dealt with as the Discipline prescribes for disobedience to the law and order of the church.

For church membership record see Chapter V, Section I, Paragraph 2.

Preside at Trial of Members.

7. The pastor shall sit as president at the trial of members and see that a correct record of the same is kept.

Reports to Quarterly Conference.

8. The pastor shall render a strict account of his work at each quarterly conference, where he is to be held accountable for neglect of duty.

Circulation of Church Literature.

9. The pastor shall use every laudable effort to circulate our books and church periodicals, and to use due diligence to advance the interests of the Church printing establishment.

Present the General Interests.

10. Every pastor shall present the general interests of the denomination to his people during the year, and shall distribute such literature as may be furnished by the secretaries and general boards.

Education.

11. Pastors should earnestly urge as many young people as possible to attend our own institutions of learning, and encourage persons to give liberally of their means for the more thorough establishment and equipment of our educational institutions.

Bible Cause.

12. The pastor shall observe one Sunday each year as Bible Sunday, when he shall preach an appropriate sermon.

General Collections.

13. The pastor shall be responsible for the presenting of and direction for collecting the annual amounts apportioned to his charge for the benevolence budget, and also for all other conference apportionments. Should he fail in this responsibility and not be able to give a satisfactory reason for such failure, he shall be accountable to the annual conference.

Pastoral Visiting.

14. The pastor shall give as much time as possible to visiting the families under his charge, and pay strict attention to the young members under his care. This private work of visiting from house to house and exhorting the people is founded on these solemn words of the apostle: "I shrank not from declaring unto you anything that was profitable, and teaching you publicly, and from house to house." (Acts 20:20.)

Authority to Solemnize Marriage.

15. All ordained ministers are authorized to solemnize marriage. All annual-conference ministers, where the law of the State makes it the privilege of every regularly licensed minister to solemnize marriage, are authorized to solemnize marriage; but none having quarterly-conference license only are permitted to do so, unless serving a regular charge.

Home Training of Children.

16. Because of the powerful and far-reaching influence of home life upon the young, the pastor shall direct the attention of the people to the vital importance of family worship and Christian nurture. He shall do this publicly and privately by directing attention to books and periodicals giving helpful instruction upon this subject, and also by presenting in his public ministrations the teaching of God's Word respecting the duty of parents to bring up their children in the nurture and admonition of the Lord.

Missionary Training.

17. Every pastor in charge of a field of labor shall seek to organize and train the membership of his charge to become an efficient force in the world-wide extension

of the gospel by the preaching of missionary sermons, the organization of mission study classes, and the introduction of missionary training in the Sunday school and other departments of the church. He shall strive earnestly to get every member of the church to give systematically to the benevolence causes, according to the plan for benevolence offerings adopted by the Church.

Sunday School and Christian Endeavor Work.

18. The pastor shall have general supervision over the Sunday schools, Brotherhoods, and Christian Endeavor societies of his charge, and shall be present at their sessions as often as practicable. He shall be present and preside at the reorganization of his Sunday schools and Christian Endeavor societies. It shall be his duty to organize a Sunday school at each appointment on his charge where there is not one already. He shall encourage the organization of Christian Endeavor societies and Brotherhoods on the charge where at all practicable. He shall furnish such statistics of schools, Brotherhoods, and Christian Endeavor societies as are required by the annual conference chart, and such other statistical information as may be requested by the authorized heads of departments. It shall also be his duty to see that Children's Day and Christian Endeavor anniversary day are observed.

Receiving Members.

19. Any pastor refusing or neglecting to ask the questions required to be asked of applicants (see Chapter XXVIII, Section I), or who shall receive members into the church in violation of this order, shall be answerable for the same to the conference of which he is a member.

Transferring Members.

20. The pastor shall issue certificates of transfer to members moving from his charge when granted by vote of the official board, in harmony with the provision of Chapter IV, Section IV, of the Discipline.

Transfers Required.

21. Pastors and pastors' families are required to obtain transfers granted by the official board, when

they desire to change the place where they hold membership.

Notice of Forwarding Certificate.

22. The pastor who issues a transfer as provided in Chapter IV, Section IV, paragraph 1, shall, if practicable, forward such certificate, with proper notice and explanation to the pastor of the charge to which the member receiving the certificate shall remove. In case we have no church in the locality to which a member removes, the pastor shall report the name to the conference superintendent, or bishop, or home missionary secretary.

Notice of Reception of Member on Certificate.

23. When a pastor shall have received a member on a certificate of transfer, he shall notify the pastor of the local church from which it was issued, and said pastor shall enter on the church record opposite the name of the transferred member the words, "Removed by certificate of transfer."

Directions to Pastors.

24. Be diligent. Never trifle away your time. Always be discreet. Let your motto be, "Holiness unto the Lord." Avoid all vain conversations, conduct yourself prudently, and demean yourself in all respects as a true Christian. Be at all times averse to crediting evil reports. Believe evil of no one without good evidence. Put the best construction on everything.

Speak evil of no one. Whatever may be your thoughts, keep them within your own breast until you can tell the person concerned what you think wrong in his conduct.

Let your business be to save as many souls as possible. To this employment give yourself up wholly. Visit those who need it, and act in all things, not according to your own will, but as sons of the gospel; for as such it becomes your duty to employ your time in the manner prescribed, in preaching, and in visiting from house to house, in instruction and prayer, and in meditation on the Word of God. With these things be occupied until our Lord shall come.

25. See also Chapter V, Section VII, paragraph 11.

CHAPTER VIII

Deaconess Work.

Section I

DEACONESSES.

1. The Church of the United Brethren in Christ, recognizing the consecration and devotion of woman to the service of the church from the time of the Apostles to the present day, and the value and importance of her work in all forms of service, approves and authorizes the work of deaconesses. Any woman of suitable culture, piety, zeal and tact, moved by the spirit of God to do so, may become a deaconess, having been recommended to the quarterly conference by the class to which she belongs. If, after an examination by the conference superintendent, she is approved by the quarterly conference, she shall receive license to perform the duties of a deaconess in the local church, said license to be subject to annual renewal.

2. Her duties shall be to visit from house to house, reading, praying, singing, teaching, exhorting, or comforting the people, as the case may require; to nurse or otherwise minister to the sick and needy; all under the direction of the pastor to whom she shall report as often as he may require; she shall not, however, be required to look after the finances of the church.

3. A uniform costume may be worn to distinguish and protect her.

4. The deaconess work is a high and holy calling for sacrificial service. Each local church shall provide for any necessary expense attending this work, and such salary as may be mutually agreed upon, always, however, encouraging those who enter upon this service to do so for the love of Christ and humanity.

5. No one shall be required to make a perpetual vow in this work, and any one may retire from this office at pleasure after giving the pastor the proper notice.

6. The deaconess shall be a member of the quarterly conference and official board where she serves, and shall

be responsible to them for her moral and official character. The office of deaconess does not constitute membership in the annual conference.

Taking Course of Study.

7. She shall complete the course of study within three years or her license shall not be renewed. (See Course of Study, Chapter IX, Section III.) The conference superintendent shall conduct the examination in writing annually, or a part of it quarterly, as the candidate may desire.

On the completion of the course of study, and two years' practical work under the direction of a pastor, or an equivalent course in an approved training school or literary school providing such courses, the deaconess shall be consecrated to this service by a bishop or conference superintendent and receive a permanent license.

Any deaconess desiring to become a nurse should take the course of training for that purpose in a school connected with a good hospital.

SECTION II

DEACONESS HOMES.

The board of bishops shall constitute a board of management of homes for deaconesses, and whenever a majority of the pastors of our church in a city or conference wish to establish such a home, they shall first submit their plans to the board of bishops at one of their annual meetings, and if the matter is approved by the board it shall prepare rules and regulations by which such home shall be founded and managed.

CHAPTER IX

Academic Preparation for the Ministry

Section I

GENERAL ACADEMIC STANDARDS

1. All applicants for an annual conference license shall be graduates of a standard college. Applicants graduating from non-accredited institutions granting degrees shall be required to have their credentials evaluated by the registrar of the United Brethren college with which the conference cooperates, and shall be given such standing as the said registrar may determine. Any exceptions to these standards shall be made as provided for in Chapter VII, Section III, paragraph 2.

2. In addition to graduation from a standard college an applicant for elders' orders shall be required to complete a full theological course in the Bonebrake Theological Seminary or some other accredited seminary in the American Association of Theological Schools except as provided in Section II. Students graduating from accredited theological schools other than our own shall be required to take the courses on Discipline and United Brethren Church History as outined in the course of study. Students taking their theological work in non-accredited theological schools shall be required to take the course of study for annual conference licentiates as provided in the Discipline.

3. Those who graduate from accredited colleges and seminaries shall be excused from the quarterly conference and annual conference courses of study. The college course shall take the place of the quarterly conference course and will fulfill the educational requirements for an annual conference license. The applicant shall take an examination on the Church Discipline in addition to college graduation. Then at the completion of the first year at the seminary (or at least nine units) the applicant shall be eligible to pass to the second year in the annual conference course of study. Upon completion of the second year at the seminary (or at least twenty-four units) the applicant shall

be eligible to pass to the third year of the annual conference course of study. Upon graduation from the seminary he shall be eligible to pass from the third and fourth years of the annual conference courses of study.

SECTION II

COURSES OF STUDY

For such as cannot measure up to the ideal educational standards of a full college and seminary course as outlined above, there are provided hereafter prescribed courses of study.

I. *Quarterly-Conference Licentiates*

1. It shall be the duty of each person receiving a quarterly conference license to preach to fulfill the following requirements:

The applicant for a quarterly conference license shall be a member in good standing of the Church of the United Brethren in Christ for at least two years.

The applicant shall present a transcript of grades from the high school from which he graduated.

Courses in Standard Leadership Training Curriculum shall be taken in accredited classes or in schools approved by the General Board of Christian Education, or by correspondence course from said Board. The following courses are required:

Course 110b—Personal Religious Living.

Course 112b—The Christian Message for our Present Day World.

Course 120b—How the Bible Came to Be.

Course 130b—The Purpose and Program of the Church.

Course 140b—How Christian Growth Takes Place.

Course 142b—Ways of Teaching.

(*Note*: The above are subjects, not textbooks.)

Books to be Studied—and examination given.

The Minister's Job—Palmer.

Outlines of the following books: Amos, Galatians.

A Life of Jesus—Basil Mathews.

Bible Study by Books—Sell.

Improving the Small Church School—Moore.

Streamline Your Mind—Mursell.

United Brethren Discipline.
Evangelism in the New Age—DeBlois.

Books to be read—with no examination.
Christian Newcomer: His Life, Journal and Achievements—Hough.
The Christ of the Mount—Jones.
The New Testament Church, Its Teaching and Its Scripture—Miller.
The Opening Doors of Childhood—Sherrill.
The Making of the Minister—Leach.

Examinations.

2. The conference superintendent shall hold examinations each year in the books studied. A quarterly-conference licentiate is permitted to complete the entire course in two years; but should he fail to complete the course within four years his license shall not be subject to renewal. He is required to complete the quarterly-conference course of study before being admitted to the annual conference.

Permanent License.

3. Any one completing the above course of study and passing satisfactory examinations in the same, shall receive a license certifying to that fact, and not requiring annual renewal, so long as his teaching is conformable to the doctrines of Christ, as held by our church, and his deportment is in harmony with the requirements of our Discipline. This license shall have recorded on the back the grades given by the examiner in each book.

II—*Annual-Conference Licentiates*

Examinations.

1. The applicant for annual conference license may be admitted to the annual conference when he has graduated from an accredited college. If he does not take a complete seminary course, he shall be required to take the annual conference course of study as prescribed.

2. A licentiate minister is to be examined in the subjoined course of study by the annual conference to which he belongs, and shall have the privilege of being

examined after the completion of one or more studies during the interim of annual conferences, and the examinations on his studies shall be completed, if possible, before the sitting of the conference. The examinations shall be in writing, and graded on a scale of 100, an average of 70 being required.

There shall be a standing secretary for the committees on courses of study who shall keep permanent records of each licentiate, of his examinations, by whom conducted, the grades given in each book or study, note the completion of his course, when ordained, transferred, or dismissed.

A book shall be provided by the annual conference for this purpose and shall be preserved as the property of the conference.

Examination Questions.

3. To assist and encourage licentiates in their studies, also for the purpose of securing greater uniformity and efficiency in the examination, the following plan shall be pursued: The faculty of The Bonebrake Theological Seminary shall prepare an exhaustive list of questions on each course of study, as the subject may require. This material shall be published and distributed in booklet form by the Otterbein Press. The examiners on the courses of study shall select without the knowledge of the licentiate ten or more of these questions on each subject for examination, the examination always being conducted in the presence of one or more examiners. Each licentiate shall also present a written sermon in connection with the examination of each year. The sermon for the first year's examination shall be upon a practical theme; for the second year, a doctrinal; for the third year, a historical, and for the fourth year, a social. If any licentiate is unable to appear before his examiners he shall report the cause of his absence.

Time Limit for the Course.

4. Each licentiate is expected to complete the prescribed course within four years, unless good reasons exist for delay.

Should any licentiate fail to complete the course within six years, he shall be referred to his quarterly

conference and his annual-conference license shall be surrendered.

Grades and Graduation

5. A transcript of grades and statement of graduation with degree from some standard college shall be required.

6. The course of study for annual-conference preachers is as follows:

First Year

Books to be studied—and examination given.

The Dramatic Story of Old Testament History—Price.

The Message of Israel—McFadyen.

The Literature of the New Testament—Scott.

The Making of the Sermon—Pattison.

Psychology: A Study of Mental Life — Woodworth (Fourth Edition.)

History of the Christian People—Rowe (Pages 1 to 240).

A Study of Rural Society: Its Organization and Changes—Kolb & Branner.

Three books to be read—with no examination.

The Heart of the Old Testament—Sampey.

Jew and Greek—Tutors Unto Christ—Purdy and MacGregor.

What is a Christian?—Kephart.

Common Objections to Christianity—Drawbridge.

Marks of a World Christian—Fleming.

Jesus Came Preaching—Buttrick.

The Christian Alternative to World Chaos—Shafer.

The Business Administration of the Church—Cashman.

Second Year

Books to be studied—and examination given.

The Bible and Archaeology—Kenyon.

Beliefs that Matter—Brown.

Education for Life with God—Powell.

Recovery of Worship—Fiske.

History of the Christian People—Rowe (Pages 241 to end).

The Life and Teachings of Jesus—Bosworth.

The Art of Counselling—May.
A Faith for Today—Rall.
Highlands Shepherds—Hewitt.

Three books to be read—with no examination.
All about the Bible—Collett.
Some Problems of Life—Jones.
The Home Mission Study Book for the Current Year.
What is the Faith—Micklem.
Christianity and the Individual—Luccock.
The Christian View of the Old Testament—Eiselen.
The Child—Nimkoff.
Outlines of Doctrinal Theology—Drury.
How Shall I Learn to Teach Religion—Carrier.

Third Year

Books to be studied—and examination given.

Exegesis—Isaiah. Suggested commentaries: Abingdon Bible Commentary, Cambridge Bible for Schools and Colleges.

Exegesis—Romans. Suggested commentaries: Abingdon Bible Commentary, Epistle to the Romans—C. H. Dodd.

The Progress of World Wide Missions—Glover.
The New Vacation Church School—Blair.
United Brethren Church History—Drury (Pages 1 to 421).
The Doctrine of God—Knudson.
Pastoral Psychiatry—Bonnell.
The Apostolic Age—Hill.
The Mystery of Preaching—Black.

Three books to be read—with no examination.
Jesus or Christianity—Page.
The Holy Spirit—Calkins.
Great Men of the Christian Church—Walker.
Family and Church—Sherrill.
The Art of Conducting Public Worship—Palmer.
The Parables of Jesus—Buttrick.

Fourth Year

Books to be studied—and examination given.

Exegesis—Psalms. Suggested commentaries: Abingdon Bible Commentary, Cambridge Bible for Schools and Colleges.

Exegesis—Hebrews. Suggested commentaries: Peakes—New Century Bible, Abingdon Bible Commentary.

Principles of Christian Living—Smith.

Keeping a Sound Mind—Morgan.

The Church as a School—Munro.

United Brethren Church History—Drury (Pages 422 to end).

The Art of Ministering to the Sick—Cabot and Dicks.

New Trails for the Christian Teacher—Smith.

The Local Church—Beaven.

The Personalities of the Old Testament—James.

Three books to be read—with no examination.

Bible Manners and Customs—Mackie.

A Manual of Christian Beliefs—Lewis.

The Doctrine of Redemption—Knudson.

The Religious Experience of Israel—Hutchins.

Church Work with Young People—Stock.

The Story of Religions in America—Sweet.

The Jesus of History—Glover.

The Foreign Mission Study Book for the Current Year.

Section III.

DEACONESS COURSE OF STUDY

It shall be the duty of each person receiving a deaconess certificate or diploma to meet the following requirements:

The applicant shall present a transcript of grades from the high school or college from which she has graduated. No credit shall be accepted from a non-accredited college or theological seminary for this course of study.

Courses in Standard Leadership Training Curriculum shall be taken in accredited classes or in schools approved by the General Board of Christian Education, or by correspondence course from said Board. The following courses are required:

Course 110b—Personal Religious Living.

Course 112b—The Christian Message for our Present Day World.

Course 120b—How the Bible Came to Be.

Course 130b—The Purpose and Program of the Church.

Course 140b—How Christian Growth Takes Place.

Course 142b—Ways of Teaching.

(*Note*: The above are subjects, not textbooks.)

First Year

Books to be studied—and examination given.

The Dramatic Story of Old Testament History—Price.

The Literature of the New Testament—Scott.

Common Objections to Christianity—Drawbridge.

Marks of a World Christian—Fleming.

Beliefs that Matter—Brown.

The Office Supervisor—Niles.

Recovery of Worship—Fiske.

How Shall I Learn to Teach Religion—Carrier.

Second Year

Books to be studied—and examination given.

The Child—Nimkoff.

The New Vacation Church School—Blair.

United Brethren Church Discipline.

The Private Secretary (revised edition)—Kilduff.

The Church as a School—Munro.

The Art of Ministering to the Sick—Cabot and Dicks.

New Trails for the Christian Teacher—Smith.

The Local Church—Beaven.

Church Work with Young People—Stock.

PART III

Social Advance and Moral Reform

CHAPTER X

Moral Standards.

Section I

SOCIAL ADVANCE.

Present industrial, commercial, and social conditions call for definite and courageous statements by the church in guiding men to intelligent effort for the betterment of economic conditions and the Christianizing of every area of human relations. Believing that in Jesus Christ, who changes the hearts of men and fits them to become citizens of a Christian economic order founded on the service motive and the instinct of love and brotherhood, is the cure for our ills, salvation from the sins that beset and curse us, and light on the pathway of progress, the Church of the United Brethren in Christ makes in His name the following statements:

1. We advocate equal rights and complete justice for all men in all stations of life.

2. We advocate the protection of the family by the single standard of purity, uniform marriage and divorce laws, and adequate housing.

3. We advocate the fullest possible development for every child in health, education, recreation and religion; and the protection of child life from corrupting exploitation by commercial amusements.

4. We advocate the abolition of child labor.

5. We advocate such regulation of the conditions of toil as shall safeguard the physical and moral health of individuals and of the community.

6. We advocate such distribution of the products of industry as shall eliminate extreme poverty and extreme wealth.

7. We advocate the absolute prohibition of the manufacture and sale of alcoholic liquor for beverage purposes by state and federal enactment because of the social, economic, and moral waste and injustice of the liquor traffic.

8. We advocate public effort for the conservation of health.

9. We advocate old-age pensions.

10. We advocate such social and economic planning as will alleviate and tend to eliminate unemployment.

11. We advocate a living wage as a minimum in every vocation and industry, and the highest wage that each can afford.

12. We advocate such economic justice to the farmer as will provide for farm families and communities security and cultural opportunity.

13. We advocate the right of employees and employers alike to organize for conciliation and arbitration in industrial disputes.

14. We advocate a release from employment to every person of at least one day in seven; and for the gradual reduction of the hours and days of labor to the lowest practicable point; and that wage and leisure for all, which is a condition of the highest human life.

15. We advocate simple, just, honest, unselfish and spiritual living. We seek not personal wealth or luxury, but common justice and social security. We stand for an aristocracy of character and culture and service, rather than an aristocracy of wealth and power and position.

Section II

INFLUENCES AFFECTING CHARACTER

1. We advocate intelligent censorship of all motion picture films in order to protect patrons from evident evils. We urge members of our church to refrain from attending any entertainment that is not above reproach.

2. We believe that gambling in any form is dangerous and finally deadly to the best moral, social and spiritual life. All members of the church are urged to abstain from this practice. No church or church organization shall sponsor or conduct any raffle, lottery or other game of chance, but provide honest and helpful programs of recreation.

3. We view with alarm the widespread circulation and reading of unclean, immoral, and indecent books and periodicals that give low, false, and vile views of sex that pollute the mind and make folks unfit for whole-

some family life. We shall strive to keep such literature out of our homes, our libraries, and our communities. We shall seek to provide and promote reading that is clean and true and wholesome.

4. There is today a dangerous exploitation of leisure time, and much unwise and undirected waste of idle hours. The church must do more than denounce the wrong use of leisure time. We urge every church to foster wholesome activities and cooperate with other agencies in providing opportunity in music, study, fellowship, recreation, service and worship for a wholesome use of leisure time.

SECTION III

TEMPERANCE.

Intoxicating Drinks.

1. The making, vending, and using of intoxicating drinks as a beverage, the renting and leasing of property to be used for the manufacture or sale of such drinks, also the signing of petitions for granting license, or the entering as bondsmen for persons engaged in the traffic in intoxicating drinks, are strictly prohibited; and should any of our members be found guilty in these respects, they shall be dealt with as in the case of other immoralities.[1]

2. Realizing that alcohol is a habit-forming, narcotic poison, we condemn all advertising of intoxicating drinks, and especially that which by pernicious falsehood seeks to make the drinking of alcohol appear respectable and even beneficial.

3. One Sunday of each year shall be observed as Temperance Day. Where an annual field-day is observed under the auspices of an organized temperance agency this may be considered Temperance Day.

Tobacco.

4. We believe that the use of tobacco in any form is injurious to body, mind, and moral nature, and a needless waste of money which could and should be other-

[1]THIS law, in its essential character, was adopted by the General Conference of 1841, and indicates the Church's position on the liquor question.

wise applied; and we kindly advise all our members to abstain from its use.

SECTION IV

SABBATH OBSERVANCE.

The Sabbath day is ordained of God as a day of physical rest and of spiritual improvement, and the perpetuity of our civil and religious institutions demands its proper observance. The Church of the United Brethren in Christ, in view of the growing tendency to profane the day, as seen in the increasing apathy of the masses to attend the public service of the church, and the disregard of God's command to "remember the Sabbath day to keep it holy," earnestly counsels all its members to abstain from everything that does not contribute in the highest degree to their spiritual growth. Our ministers and general officers of the church are advised to be examples to the flock over which the Holy Spirit has made them overseers.

SECTION V

SLAVERY.

All slavery, in every sense of the word, is totally prohibited, and shall in no way be tolerated in our Church.[1]

SECTION VI

OATHS.

We believe that the mode of testifying to the truth when required to do so in a legal form, by way of affirmation, is on us solemnly, conscientiously, and fully binding, before God, to tell the truth, the whole truth, and nothing but the truth.

SECTION VII.

INTERNATIONAL RELATIONS.

1. The world is entering upon a new era where each part is becoming more dependent upon every other part. Means of communication have so increased that

[1]THIS law, in its essential character, was adopted by the General Conference in 1821, Bishops Newcomer and Zeller presiding.

isolation and national provincialism are not only absurdities, but are fraught with grave danger. Cultural, social, and commercial interests constantly cross national boundaries. The welfare of the human family is secured best by an honest recognition of this national interdependence. We believe, therefore, that international cooperation is obligatory upon every nation and people in order that there might be common understanding among all and security for all.

2. We believe that war is contrary to the spirit of Christ and the gospel of love and brotherhood which we profess. It violates the Christian ideals of mercy, justice, truthfulness, self-control, virtue, and righteousness. Christ taught men to love, trust, forgive, and help one another. The church should never allow herself to be used to prepare for war or to make war; but rather to promote peace, foster love, and eliminate suspicion and fear. While we recognize the rightful authority of civil government and the important place it occupies in the present order of society, yet it is the conviction of many Christians that it is inconsistent for them as followers of Christ to participate in or sanction war as a means of settling international disputes or controversies. God alone is Lord of the conscience. We hold, therefore, that a citizen's loyalty to his Country should not be based upon his willingness to bear arms contrary to his conscience, or to take part in war as a combatant contrary to his moral convictions.

Section VIII.

RACE RELATIONS.

Christianity is a universal Gospel. God made "of one blood all nations of men for to dwell on all the face of the earth." We, therefore, shall not rest satisfied with the condemnation of racial discrimination, but shall commit ourselves to the cultivation of proper attitudes toward and relations between various racial groups. We respect the human personality inherent in every race, and voice our protest against any social, economic, or political discrimination based on racial differences.

Section IX.

MARRIAGE, FAMILY LIFE AND DIVORCE

1. We believe that marriage and parenthood are God's plan for the care and training of children and for the developing of adults in character and personality. We propose to seek faithfully for ourselves and our families to build and maintain Christian homes. As a Church we shall seek to train our young people for successful marriage, to give aids and direction for family worship, standards for Christian home life, and opportunities for study and fellowship together as parents.

2. Every pastor shall be required to preach at least once a year on the sanctity of the home, and to warn his people against the debasing influences that imperil our Church.

3. We believe that the marriage relation is of divine authority; that it is the mutual union of one man and one woman; that the obligation is most sacred, and morally binding so long as both shall live, and therefore cannot be dissolved at will, nor should it be by a decree of a civil tribunal, except on evidence that one party is guilty of adultery.

4. On positive evidence of such guilt the innocent party is free from further matrimonial obligations and justly entitled to a divorce and to marry again, but the guilty party has no such right.

5. We deny the right of marriage to both parties who have been divorced for other causes than adultery.

6. Any person sustaining a marriage relation contrary to that above recognized as justifiable shall be ineligible to enter or to continue in the office of the ministry of this Church.

7. No minister of this Church shall knowingly solemnize the marriage of two persons, either of whom has been divorced for other than the above justifiable cause, and shall be amenable to the Church for disobedience to the order thereof.

Section X

PURPOSES

Confessing our sins, facing a confused and bewildered world, believing in the Christian gospel as our only hope for salvation, we resolve:

To hear Jesus Christ and to strive to do and teach the things He commands.

To permeate our lives, our church, and our world with His truth and His Spirit.

To seek the truth, to face facts, to be ruled by the truth and not by prejudice or passion.

To love without hate across all lines of class and creed and party and nation and race.

To cooperate with all others of like mind in ministering to the needy and seeking to achieve that righteousness which is the Kingdom of God.

Section XI

CIVIC AFFAIRS.

1. All worthy movements for community upbuilding, social elevation, physical development, and wholesome recreational life shall receive the hearty endorsement of our Church.

2. The ministry of our Church is encouraged to respond in active leadership to the calls of the community in the promotion of civic righteousness, campaigns for community upbuilding, and all cooperative movements of Protestant Christianity touching law-enforcement, intelligent censorship of motion pictures, abolition of race-track gambling, promotion of good literature, and the elevation of the social ideals of community life.

Section XII

COMMISSION ON MORAL AND SOCIAL ADVANCE

The Board of Bishops shall appoint a commission on moral and social advance, to consist of five members. to study and to give the church information and methods of work in this field. There shall be appropriated to this commission from the contingent fund of the general church not more than one hundred dollars per year for expenses. This commission shall meet annually, and shall make a report to the coming General Conference. This commission shall work in cooperation with the Board of Christian Education.

PART IV

Property

CHAPTER XI

Church-Houses, Parsonages, and All Other Real and Personal Property.

Electing Trustees.

1. The quarterly conference shall elect by ballot a board of trustees of five or more persons, or as the law of the State may require; provided, however, that at least a majority of said board shall be members of the Church of the United Brethren in Christ. The tenure of office shall be so arranged that there shall be the annual election of one or more trustees each to serve five years, or until his successor is elected, or as the State may require. The trustees shall hold their office during the pleasure of the quarterly conference. A majority of all votes cast shall be necessary to effect an election.

2. On stations all the property shall be subject to control of one board of trustees; namely, the church trustees.

On circuits the quarterly conference may elect a board of parsonage trustees. The title of all parsonage property shall be vested in this board and their successors in office.

Vacancies.

3. Whenever vacancies occur in the board of trustees it shall be the duty of the quarterly conference to elect suitable persons to fill such vacancies, and the secretary of the board of trustees shall see that the records of the county wherein such board may reside shall correspond with the facts in the case according as the law of the State may require, after such vacancies have been filled.

Duties of Trustees.

4. The trustees shall meet annually or oftener. They shall organize by electing from their number a president, a secretary, and a treasurer. Special meetings may be

called by the president or by a majority of the members of the board.

5. The secretary shall keep a correct record of all business transactions of the board in a book provided for that purpose, which shall at all times be open for the inspection of the official board and the quarterly conference, as well as of the board of trustees.

6. The treasurer shall receive all funds of the board for church, cemetery, or parsonage purposes, and pay out same under the direction of the board, on regularly-drawn orders signed by the president and secretary. He shall report the financial condition at the several meetings of the board, and to the quarterly conference at least once each year.

7. The board of trustees, under the direction of the official board and quarterly conference, shall have charge of all the church property, employ janitors, furnish light and fuel, keep the property insured, beautify the church and grounds, and look carefully after other needs from time to time. The bills for janitor's salary, light, fuel, insurance, and minor repairs may be referred to the official board to be paid out of current expense funds of the church when certified by the board of trustees. The board of trustees shall see that the name of the Church of the United Brethren in Christ is prominently placed on the exterior of the building.

8. The pastor shall have full control of his pulpit, but shall not permit anyone to present any cause or financial interest distinct from our own denominational interests except by approval of the official board, and no board of trustees shall permit anyone to preach therein without the pastor's consent.

9. The trustees shall devise such methods as may be deemed best and most advisable for the raising of funds for extraordinary expenses, such as new buildings, repairs to old buildings, and the payment of debts, and report the same to the official board and quarterly conference for approval.

Methods of Holding Property.

10. Whenever any real estate is acquired for or on behalf of a local congregation, in all the conveyances and title deeds by which any such real estate is so

acquired there shall be inserted in the proper places the following provisions:

(1) In case the property is to be used exclusively for a place of worship, the provision shall be as follows:

"In trust, that said premises shall be kept and maintained, as a place of worship for the use of the ..... congregation of the Church of the United Brethren in Christ at .....; subject to the doctrines, laws, usages, and ministerial appointments of the Church of the United Brethren in Christ as from time to time established, made, and declared by the lawful authority of said Church of the United Brethren in Christ, with the right of alienation or encumbrance; and if said property shall be sold or encumbered, the proceeds of the sale or encumbrance shall be applied to the use aforesaid; subject, however, to the provisions of the laws of this Church relating to abandoned church property; and of that relating to the power to mortgage and place liens thereon, and of that relating to the sale of church-houses and their premises."

(2) In case the property is to be used exclusively for a parsonage, then the following provision shall be inserted:

"In trust, that said premises shall be kept and maintained as a place of residence for the use and occupancy of the preachers of the ..... congregation of the Church of the United Brethren in Christ at ..... who may from time to time be appointed to said place; subject to the usage and Discipline of said Church as from time to time established, made, and declared by the lawful authority of said Church of the United Brethren in Christ, with the right of alienation or encumbrance; and if said property shall be sold or encumbered the proceeds of the sale or encumbrance shall be applied to the use aforesaid; subject, however, to the provision of the law of the Church relating to abandoned church property; and of that restricting the power to mortgage or place a lien thereon."

(3) In case the property so acquired is to be used for both a house of worship and a parsonage, then both of the above provisions shall be inserted.

(4) In case the property is not to be used exclusively

for a place of worship or a parsonage or both, the provision inserted shall be as follows:

"In trust, that said premises shall be kept, maintained, and disposed of, as and for the use and benefit of the ..... congregation of the Church of the United Brethren in Christ at .....; subject to the doctrines, laws, and usages of the Church of the United Brethren in Christ as from time to time established, made, and declared by the lawful authority of said Church of the United Brethren in Christ; and if said property shall be sold or encumbered, the proceeds of the sale or encumbrance shall be applied to the use aforesaid; subject, however, to the provision of the law of the Church relating to abandoned church property; and of that restricting the power to mortgage or place a lien thereon."

Title to all property of local congregations shall be held subject to the provisions as hereinbefore stated, whether title to the same is taken in the name of the church trustees or in the name of a local corporation organized for that purpose, or otherwise.

Incorporation of Local Congregations.

11. Local congregations may become incorporated in all cases where the law of the land permits, in which case the certificate of incorporation, or charter, shall provide that the corporation shall support the doctrines and shall be subject to the laws, usages, ministerial appointments and Discipline of the Church of the United Brethren in Christ as from time to time established, made, and declared by lawful authority of said Church.

The officers of said corporation shall be a board of trustees elected and organized according to the laws of the Church of the United Brethren in Christ unless otherwise determined by the paramount law of the land.

Conference Incorporation Board of Trustees.

12. For the purpose of promoting mission church extension, the financial interests, and the general welfare of the Church, the annual conference shall procure such articles of incorporation as the law of the State may require.

Subject to the provisions of the articles of incorporation the annual conference shall elect five or more per-

sons, who shall constitute the board of trustees. A majority of the board shall be ministers. The term of service shall be five years, one or more to be elected each year. The conference treasurer may be the treasurer of the board. The conference superintendent or superintendents, and the conference treasurer shall be advisory members of the board.

This board shall elect from its own membership a president, vice-president, and secretary who, with the treasurer, shall report regularly the proceedings of the board to the annual conference. Under the direction of the annual conference, the board shall have power to organize new churches, purchase property, dispose of abandoned property, raise funds, borrow and lend money in promoting the welfare of the conference.

Local church boards of mission churches shall submit locations and plans for church-houses and parsonages to the conference board of trustees for approval and, when in the judgment of the conference board such enterprise is deemed unwise or unsafe, the conference board shall have veto power over the local enterprise.

New Building Enterprises.

13. Before beginning the erection of any house of worship, parsonage, or other building belonging to the local church, the board of trustees shall carefully observe the following preliminary steps:

(1) They shall submit their plans and estimates of lots, lands and buildings to the official board for its approval, and then to the quarterly conference for its consideration, approval, and direction, the conference superintendent being present.

(2) They shall procure an incorporation such as the law of the Church demands and the law of the State requires.

(3) They shall secure and record a good and sufficient deed for the real estate purchased or acquired to said church or its trustees for the use, benefit, and behoof of the Church of the United Brethren in Christ.

(4) They shall have the necessary means either in hand or sufficiently assured to carry out the objects proposed, so as to avoid the encumbering of houses of

worship and other church property with embarrassing debts.

Mortgages and Liens.

14. No board of trustees shall have power to mortgage or to place a lien of any kind on local church property of the Church of the United Brethren in Christ, except for the purchase of such property, or the erection of necessary buildings, or for repairing or otherwise improving the same.

(*Note*—The above paragraph should be inserted in the articles of incorporation of every local church.)

Sale and Rent of Parsonages.

15. The quarterly conference may authorize the board of trustees to lease, rent, or sell parsonage property within its jurisdiction; provided, however, that the proceeds thereof shall be used in purchasing, repairing, or building new church or parsonage property within its bounds, except the interest or rents accruing from parsonage property, which may be applied to pay rent on the house occupied by the pastor.

Exchanging Church Property.

16. An exchange of church property for the purpose of federation with a church of another denomination in the community may be effected, when so desired, upon approval of the annual conference.

Whenever a church contemplates removal from its territory, or has under consideration the matter of union with another congregation, it shall obtain the consent of the annual conference trustees or conference church extension society before any action is taken toward such proposed steps.

Abandoned Property.

17. Whenever a church house and grounds, a parsonage and grounds, or any other church property under its jurisdiction, shall be declared to be abandoned property by the annual conference, it shall authorize the conference trustees, or the conference church extension or church erection secretary, to lease, rent or sell such property as it may deem advisable in accordance with the laws of the State in which the property is situated, and report the proceeds to the annual conference.

The conference shall have power to use such proceeds to pay debts on other church property, build other church houses or parsonages, purchase other church property, or turn the money into the conference church extension society or conference church erection society, at its own discretion.

In no case shall a church house and its premises be sold without the consent of the annual conference, within whose bounds it is located, where such sale would result in the disbanding of a class.

Where title to church property is held by a corporation, and such property is declared to be abandoned property, the board of conference trustees shall *ipso facto* become the directors of such corporation.

Division of Interest.

18. In cases where fields of labor having parsonages upon them are divided, the disposition of said parsonages shall be submitted to a board of arbitration consisting of three persons, all members of the Church of the United Brethren in Christ but none of them members or residents of either of the fields affected, one to be chosen by each of the quarterly conferences and the third to be chosen by these two; provided, however, that such action shall be taken within two years of such division. The decision of this board shall be final. When such adjustment is made, the claims awarded to the church or churches withdrawing shall be equitably apportioned among the remaining churches of the charge by this board of arbitration.

Other Real Estate.

19. All other real estate held by the local church shall be subject to the same regulations as hereinbefore provided.

Conference or District Property.

20. Where the laws of the State make no provision for the incorporation of religious organizations, or where the local conference or district has not so incorporated, and there is property that belongs to a district or conference, said conference or the conferences of said district may elect a board of trustees, who shall be members of the Church of the United Brethren in

Christ residing within the district or conference, and who shall have the right to receive title to said property and power to lease, rent, or sell the same.

21. Any annual conference that has appointed trustees for a bishop's parsonage shall fill any vacancy occurring in the board from said conference.

Rentals and Royalties.

22. Subject to and in accordance with the laws of the State, the board of trustees of the local church, with the approval of the quarterly conference, may lease the lots and lands owned by said church for the production of oil, gas, coal, and other minerals upon such terms as may be deemed best; provided, however, that such mining operations shall not interefere with the purposes for which said lots and lands were, or hereafter shall be acquired.

23. The moneys received from such leases as rentals, royalties or otherwise, shall be used by the quarterly conference as far as practicable in the enlargement and improvement of the material resources of the local church, and in the promotion of the conference or other general benevolence aims.

Care of Burial Grounds.

24. When a church house, in connection with which a burial ground or cemetery has been maintained, is abandoned or disposed of, the conference superintendent shall report the matter to his annual conference, and the said annual conference shall make provision for the proper care of the burial ground or cemetery either through its board of trustees, or through the State authorities in those states where such property is placed under the jurisdiction of township trustees or other boards of authority.

Local Church Funds.

25. All endowment and trust funds given to a local church for any purpose whatever shall be held sacred to the purpose for which they were specifically given. They shall be invested by the trustees of the church with adequate and proper security, and held intact for the work for which they were intended, the income from such funds being used as directed by the donor.

PART V

Boards, Departments, and Institutions

CHAPTER XII

Board of Church Trustees.

1. Be it ordained by the General Conference of the Church of the United Brethren in Christ, that there shall be an incorporated board of trustees for the Church of the United Brethren in Christ, consisting of twelve members, a majority of whom shall be citizens of Ohio, one-half being elected by each General Conference for a term of eight years, or until their successors are elected. This board shall be known as the Trustees of the Church of the United Brethren in Christ, and its headquarters shall be in Dayton, Ohio.

Organization

2. The organization of this board shall be effected at its first regular meeting of each quadrennium immediately following the session of the General Conference by the election of a president and secretary for the quadrennium. The general church treasurer shall be the treasurer of this body. It shall meet on the call of the president annually, or whenever the president and secretary may determine. The board may elect an executive committee with authority to transact any necessary business in the interim of the board's sessions, subject to the approval of the board.

Duties.

3. It shall be the duty of the board to receive, hold in trust, or apply, for the benefit of the Church of the United Brethren in Christ, any and all funds, donations, grants, and bequests that may be given, directed, or conveyed to such board or to the Church of the United Brethren in Christ as such, for any benevolent purpose whatever. All such funds and the proceeds thereof shall be applied in harmony with the specified purpose of the donors, or in the absence of such specifications, as the board may determine.

Reports.

The board shall report quadrennially to the General Conference of the Church all funds and property received for the Church and the disposition made of the same, and shall be answerable to, and under the direction of said General Conference.

CHAPTER XIII

General Church Treasurer.

1. The General Conference shall elect a general church treasurer, who shall be the treasurer of the board of trustees of the Church of the United Brethren in Christ, the Home Mission and Church Erection Society, the Foreign Missionary Society, the Board of Christian Education, the Bonebrake Theological Seminary, the Historical Society, the General Conference expense fund, the Ministerial Pension and Annuity Bureau, and other General Conference benevolence funds of the Church of the United Brethren in Christ. He shall not serve as treasurer of any department, institution or church organization other than those named above while serving as general church treasurer. He shall receive and distribute all funds as authorized by the General Conference, and shall disburse them upon order of the board to which they are credited. He shall give bond for the faithful performance of his duty, the bond to be fixed by the Board of Administration to which he shall be responsible for the faithful performance of his duties. His salary shall be fixed by the General Conference.

Authority to Borrow Money

2. Be it resolved, that Wesley O. Clark, treasurer of the Church of the United Brethren in Christ, be and he is hereby authorized by the General Conference in session assembled Tuesday, May 13, 1941, at South Bend, Indiana, to borrow on the credit of the Church of the United Brethren in Christ such sums of money as may be needed by the General Conference Expense Fund, the Foreign Missionary Society, the Home Mission and Church Erection Society, the Board of Christian Education, the Bonebrake Theological Seminary, and the Ministerial Pension and Annuity Bureau to meet any of their current financial needs as they may arise from time to time, provided, however, that the total of such sums borrowed for all departments shall not exceed the sum of thirty thousand dollars ($30,000) at any one time.

Be it resolved also that, in case the office of Treasurer of the Church of the United Brethren in Christ should become vacant at any time and another be elected to fill the vacancy, then all the power and authority granted to Wesley O. Clark as to borrowing money on the credit of the Church of the United Brethren in Christ be and hereby is reposed in his successor.

CHAPTER XIV

The Otterbein Press and Church Publications

Section I

THE OTTERBEIN PRESS

1. This establishment shall be called The Otterbein Press.

Election of Officers

2. The controlling authority herein granted shall be vested in the General Conference of the Church of the United Brethren in Christ, whose duty it shall be to elect the necessary agents and editors and fix their salaries, and make or amend such rules as in its judgment it may deem expedient.

Trustees—Election and Duties

3. The General Conference shall elect a board of nine trustees, five of said trustees to be elected for a term of eight years and four trustees to be elected for a term of four years; beginning in 1941 all trustees of The Otterbein Press shall be elected for a term of eight years; and provided five of said trustees shall be residents of the State of Ohio, at least three of whom shall be residents of Dayton, Ohio, or its vicinity.

4. The board of trustees thus elected shall, during the interim of the meetings of the General Conference, take the oversight of The Otterbein Press, and in case of emergency they may have the authority to elect an associate agent. They shall meet annually, or oftener if need be, in The Otterbein Press building in Dayton, Ohio, on the call of their president. They shall also select a local committee of three of their number from among those residing in Dayton or vicinity.

5. The local committee shall take the oversight of the establishment during the interim of the meetings of the board of trustees. It shall meet monthly, or oftener if need be, and shall have power to order expenses curtailed in any department of The Otterbein Press; and should there arise a difference of opinion between the agent and the editor of any of the publications as to

what shall appear in the columns of any paper the committee shall decide the matter; it shall also decide what books that have been approved by the book committee shall be published by The Otterbein Press and transact such other business as may come before it.

6. The board of trustees shall have full power at any meeting to discontinue any periodical when the interests of the Church or The Otterbein Press demand it; such action, however, shall not be taken except by a two-thirds vote of the board; and then the office and salary of the editor or editors shall cease.

7. It shall be the duty of the trustees to see that the agent and editors properly and faithfully discharge their duties. In case of dereliction of duty, they may suspend the delinquent party or parties from office until the next General Conference; provided, however, that no one shall be suspended until a copy of the complaints in writing has been presented to the accused, and an opportunity given for defense before the board of trustees.

8. The trustees may make any by-laws which may seem to them expedient for the regulation of the minor concerns of The Otterbein Press, provided they are not inconsistent with any General Conference rule.

9. The editors, publishing agent, and trustees are authorized to make such changes and improvements in our literature during the quadrennium as may be necessary, and also to adjust any discrepancies between the periodicals in size and price.

Duties of Publishing Agent

10. It shall be the duty of the agent to supervise and manage the business of The Otterbein Press, under the direction of the board of trustees; to regulate the publications and all other affairs of The Otterbein Press, except that which pertains to the editorial departments, in such manner as the interests of the church may require. He shall also furnish the local committee, at each monthly meeting, a full and satisfactory statement of all the business transactions of the previous month; and, if desired by the committee, he shall present for examination all books, vouchers, and papers, and afford the committee every means and facility for a full and

intelligent understanding of the business of The Otterbein Press. He shall keep separate accounts with each department of the business, and also each periodical published, and carry into effect all of the instructions of the board of trustees and local committee.

11. The agent and local committee shall annually take an account of stock, including in the inventory all the assets, of whatever nature, of The Otterbein Press at their estimated cash value. Such inventory shall also contain a full and detailed statement of all liabilities, profits, and losses. The agent and board of trustees shall have full control of credits and collections.

12. The agent and board of trustees shall employ a competent public accountant to audit the books, and the agent shall prepare and publish a report of the condition of The Otterbein Press annually in The Religious Telescope, and shall also make a report to the General Conference. He shall make arrangements for verbatim reports of the proceedings of the General Conference for publication.

Vacancies

13. Should a vacancy occur in any of the offices of The Otterbein Press, or in the board of trustees, the trustees shall fill such vacancy until the sitting of the succeeding General Conference.

Employment of Time

14. No editor or officer employed in The Otterbein Press shall accept any office or engage in any business which will interfere with the duties of his office.

Proceeds

15. The profits of The Otterbein Press, after a sufficient capital to carry on the business is retained, shall be applied to the support of indigent, aged and disabled ministers, their widows and orphans.

SECTION II

CHURCH PUBLICATIONS

Book Committee

1. The book committee shall be composed of the editor of The Religious Telescope, editor of The Watchword,

editors of the Sunday-school literature, and the publishing agent. The latter shall receive all manuscripts and have power to call the committee, and without the sanction of the book committee no book shall be published in the name of the Church or The Otterbein Press during the interim of the meetings of the General Conference. The agent and local committee shall select a book editor.

Authorship of Doctrinal Publications

2. No one of our preachers or laymen shall become the author of any doctrinal book or pamphlet, in a printed form, in the name of the Church, without the approval of the book committee, or an annual conference, or of a committee chosen by the latter. If any preacher or layman violates this rule, he shall be accountable to the class, or to the quarterly or annual conference, as the case may be.

CHAPTER XV

Printing Establishment

Name.

1. This establishment shall be called the Printing Establishment of the United Brethren in Christ.

Election of Officers.

2. The controlling authority herein granted shall be vested in the General Conference of said Church, whose duty it shall be to elect the necessary agents and editors, and fix their salaries, and make or amend such rules as in its judgment it may deem expedient.

Trustees—Election and Duties.

3. The General Conference shall elect a board of nine trustees to serve for eight years, or until their successors are elected, at least five of whom shall be residents of the State of Ohio, and at least three of whom shall be residents of Dayton or its vicinity.

4. The board of trustees thus elected shall, during the interim of the General Conference, take the oversight of the Printing Establishment, and in case of emergency they may have the authority to elect an associate agent. They shall meet annually, or oftener if need be, in the publishing house in Dayton, Ohio, on the call of their president. They shall also select a local committee of three of their number from among those residing in Dayton or vicinity.

5. The local committee shall take the oversight of the establishment during the interim of the meetings of the board of trustees. It shall meet monthly, or oftener if need be, and shall have power to order expenses curtailed in any department of the publishing house; and should there arise a difference of opinion between the agent and the editor of any of the publications as to what shall appear in the columns of any paper, the committee shall decide the matter; it shall also decide what books that have been approved by the book committee shall be published by the House and transact such other business as may come before it.

6. The board of trustees shall have full power at any meeting to discontinue any periodical when the interests of the Church or Printing Establishment demand it;

such action, however, shall not be taken except by a two-thirds vote of the board; and then the office and salary of the editor or editors shall cease.

7. It shall be the duty of the trustees to see that the agent and editors properly and faithfully discharge their duties. In case of dereliction of duty, they may suspend the delinquent party or parties from office until the General Conference; provided, however, that no one shall be suspended until a copy of the complaints in writing has been presented to the accused, and an opportunity given for defense before the board of trustees.

8. The trustees may make any by-laws which may seem to them expedient for the regulation of the minor concerns of the Printing Establishment, provided they are not inconsistent with any General Conference rule.

9. The editors, publishing agent, and trustees are authorized to make such changes and improvements in our literature during the quadrennium as may be necessary, and also to adjust any discrepancies between the periodicals in size and price.

Duties of Publishing Agent.

10. It shall be the duty of the agent to supervise and manage the business of the Printing Establishment, under the direction of the board of trustees; to regulate the publications and all other affairs of the house, except that which pertains to the editorial departments, in such manner as the interests of the church may require. He shall also furnish to the local committee, at each monthly meeting, a full and satisfactory statement of all the business transactions of the previous month; and, if desired by the committee, he shall present for examination all books, vouchers, and papers, and afford the committee every means and facility for a full and intelligent understanding of the business of the publishing house. He shall keep separate accounts with each department of the business, and also each periodical published, and carry into effect all of the instructions of the board of trustees and local committee.

11. The agent and local committee shall annually take an account of stock, including in the inventory all the assets, of whatever nature, of the Printing Establishment at their estimated cash value. Such inventory shall also contain a full and detailed statement of all

liabilities, profits, and losses. The agent and board of trustees shall have full control of credits and collections.

12. The agent and board of trustees shall employ a competent public accountant to audit the books, and the agent shall prepare and publish a report of the condition of the Printing Establishment annually in the Religious Telescope, and shall also make a report to the General Conference. He shall make arrangements for verbatim reports of the proceedings of the General Conference for publication.

Vacancies.

13. Should any vacancy occur in any of the offices of the Printing Establishment, or in the board of trustees, the trustees shall fill such vacancy until the sitting of the succeeding General Conference.

Employment of Time.

14. No editor or officer employed in the Printing Establishment shall accept any office or engage in any business which will interfere with the duties of his office.

Proceeds.

15. The profits of the Printing Establishment, after a sufficient capital to carry on the business is retained, shall be applied to the benefit of traveling and worn-out itinerant preachers and their widows and orphans.

CHAPTER XVI

Board of Administration.

Membership.

The Board of Administration shall consist of the active bishops, and one minister and one layman for every fifty thousand members or major fraction thereof from each bishop's district in the United States, to be elected by the General Conference, provided, however, that should any bishop's district have a membership less than twenty-five thousand, the same shall be represented by one minister; the secretary of the Board of Administration, the secretary of the Foreign Missionary Society, the secretary of the Home Mission and Church Erection Society, the secretary of the Board of Christian Education, the Publishing Agent, the general manager of the Ministerial Pension and Annuity Plan, the president of Bonebrake Theological Seminary, one representative for the colleges to be elected by the General Conference, and two members for each of the following departments: the Foreign Missionary Society, the Home Mission and Church Erection Society, and the Board of Christian Education, who shall elect their representatives for the quadrennium during or as soon as possible after the meeting of the General Conference.

The conference superintendents, who are not regularly elected members of the Board, shall be advisory members and shall sit with the Board in its regular sessions. Their expenses thus incurred shall be paid as follows: one-third by the Board of Administration, and two-thirds by their respective annual conferences.

Organization.

The Board of Administration shall be assembled for organization as soon as possible after its members have been elected, on call of the senior bishop. It shall elect a chairman and recording secretary for the quadrennium; also an executive committee consisting of nine members of the board, and such other committees or commissions as shall be needed.

The board shall meet annually, at such time and place as it shall decide. Additional meetings may be

held, when deemed necessary by the executive committee.

Duties of the Board.

1. The members of the Board of Administration shall study the work of the entire denomination and function for the welfare of the Church as a whole. It shall promote Christian stewardship, and in cooperation with other boards, the study of our denominational activities.

2. The board shall cooperate with bishops, conference superintendents and pastors in securing in every church a successful every member canvass for local work and for the benevolence causes, as agreed upon by the General Conference.

3. The board shall receive reports from the general church treasurer, and to it he shall be responsible for the faithful performance of his duties.

4. The board shall direct the auditing of the accounts of the Board of Administration, Board of Christian Education, Foreign Missionary Society, Home Mission and Church Erection Society, the General Treasurer's office, and Bonebrake Theological Seminary, with a view to securing such uniformity of method and completeness of form as shall be most efficient, and shall give any needed information to the church.

5. The board shall have the management of the Ministerial Pension and Annuity Plan, subject to the provision of the plan as adopted by the General Conference.

6. In case of a vacancy in the office of the executive secretary of the Board of Administration or the General Church Treasurer, or in the membership of the Board of Administration, the board shall fill such vacancies; also any vacancies in General Conference offices that may occur during the quadrennium, when no other provision has been made to fill such vacancies.

7. The board shall be the coordinating body for the denomination, to secure harmony and efficiency in the plans of all church departments. It shall have an advisory relation to all departments as to business methods and plans.

8. The board shall recommend to the succeeding General Conference a program of activities for the en-

suing quadrennium, and such changes in the Discipline and plans of organization, and such methods of cooperation as it believes will increase the efficiency and coordinate the work of the entire Church. Its recommendations shall be printed and mailed to each delegate of the next General Conference at least thirty days before the conference convenes.

9. The board shall study the charters of institutions and societies of the Church, and give to the General Conference any needed information regarding them. When necessary it shall harmonize the action of the General Conference with such charters and with the state laws that our property and interests may be preserved.

10. The board shall assemble all reports to be presented to the General Conference, bind them in convenient form, and send a copy to each delegate at least ten days before the opening of the General Conference.

Executive Secretary.

The General Conference shall elect an executive secretary of the Board of Administration and fix his salary.

The executive secretary shall study and put into operation ways and means for promoting the largest growth and efficiency of the Church. He shall promote Christian Stewardship, and cooperate with other boards in promoting the study of our benevolence causes and seek to get the members of the churches to pray for denominational and kingdom interests, and, through the every member canvass and other methods, generously to support with their money local work and our benevolence causes.

He shall assemble and publish annually the combined statistics of our institutions, societies and churches, and shall make an annual report to the board, and a quadrennial report to the General Conference.

Executive Committee.

The executive committee shall study and put into effect the work assigned to it by the Board of Administration. It shall meet at such times and places as the committee itself shall determine in order to accomplish in the best manner possible the work assigned to it.

The executive secretary of the board and all execu-

tive heads of general departments and institutions participating in the benevolence budget shall be consulting members of the executive committee.

Promotional Council.

The general secretaries, editors and executive heads of general departments and institutions shall constitute the promotional council. The executive secretary of the board shall assemble these for organization and work as soon as possible after the adjournment of General Conference.

The promotional council, in consultation with the executive secretary of the Board of Administration, shall function in the study and promotion of Christian stewardship, conservation of membership, the every member canvass, the creation of literature in leaflets and booklets, publicity in church and daily papers, and in field activities.

Plans involving expenditures of money shall be submitted to the executive committee or the board for approval.

The promotional council shall seek to educate the entire denomination about the combined causes represented in the benevolence service budget, and cooperate with bishops, conference superintendents, pastors and local church committees in seeking to enlist the children, youth and adult members fully to carry out the program authorized by the General Conference.

CHAPTER XVII

The Board of Christian Education.

Section I

CONSTITUTION OF THE GENERAL BOARD

Article I—Preamble and Name.

In order to promote the development of well-rounded Christian character through proper and adequate religious education; to train children, young people, and adults for the largest Christian service; to promote the cause of higher education under Christian auspices; and to encourage and aid young men and women in their preparation for the Christian ministry and missionary work; the following constitution is ordained for the Board of Christian Education of the Church of the United Brethren in Christ.

Article II—Board of Christian Education.

1. The Board of Christian Education of the Church of the United Brethren in Christ shall be composed of two bishops elected by the General Conference for the quadrennium; four ministers and four laymen, elected by the General Conference for terms of eight years; at least four of whom shall be members of conference boards of Christian education at the time of their election; and, *ex officio*, the president of Bonebrake Theological Seminary, the editor of the Sunday school literature, the editor of the Watchword, the publishing agent of the Church, the president of the Women's Missionary Association, and the college presidents, with their respective colleges and departments providing half their travel expenses when attending board meetings.

2. The Board of Christian Education is the legal successor to the Board of Control of Sunday School, Brotherhood, and Christian Endeavor work, and the Board of Education of the Church of the United Brethren in Christ. The Board of Christian Education is charged by this constitution to recognize and preserve the legal integrity of these organizations so that all funds and assets of whatsoever kind heretofore vested in these societies, and all funds that may be hereafter

donated for the specific forms of work for which these societies stood, shall be kept perpetually sacred for the purposes specified.

3. The board shall hold annual meetings; appoint an executive committee of five of its members; make by-laws for the better regulation of its work; have power to fill all vacancies in its membership, and vacancies in the office of its general secretary and service directors; appropriate funds for current operating expenses; make loans from the educational beneficiary funds; make grants from the income of capital scholarship funds and from current scholarship funds; create endowments and receive endowment funds, managing the same as may be required by their terms and for their best security; promote plans for the increase of the educational, beneficiary, and scholarship funds; plan for summer leadership training schools; promote leadership training in the local church and community; review the work done by the conference boards of Christian education; and perform such other duties as will foster the work assigned to the board, subject to the Discipline of the Church of the United Brethren in Christ.

Article III—Officers of the Board.

1. The officers of the board shall consist of a president, a vice-president, a general secretary, a recording secretary, and a treasurer.

2. The president, the vice-president, and recording secretary shall be elected annually from the membership of the board.

3. The general secretary and treasurer shall be elected by the General Conference for the quadrennium. The general church treasurer shall be the treasurer for the board.

4. The board may elect a director of children's work, a director of young people's work, a director of adult work, and shall fix their salaries and term of service.

5. Vacancies in these offices shall be filled by the board, except in the case of the treasurer, which shall be filled in the manner prescribed by the General Conference.

6. The duties of the president, vice-president and recording secretary shall be such as usually attach to these offices.

7. The general secretary shall be the executive officer of the board. He shall, under the provisions of the Discipline of the Church of the United Brethren in Christ and under the direction of the Board of Christian Education, supervise and promote the several phases of the work of the department of Christian education. He shall keep a record of all bequests, legacies, and notes coming into his possession and file the same in a fire-proof safe. Under the direction of the Board of Christian Education, he shall make investment of whatever permanent funds may come into the possession of the board.

8. The treasurer shall receive and hold all funds of the board and disburse the same on order of the board, countersigned by the general secretary. The treasurer and general secretary shall have power to execute all legal papers for the board except in such states as may require the signature of the president of the board, in which case the president is authorized to sign all conveyances of real estate, release of mortgages, power of attorney and other legal documents.

9. The service directors shall promote and have supervision of the particular work assigned them by the board under the direction of the general secretary.

Article IV—Meetings of the Board.

The Board of Christian Education shall hold an annual meeting upon such date as it may determine. Special meetings may be held on the call of the president or five members of the Board. The general secretary shall convene the board within thirty days after its election for the purpose of organization. A majority of the members shall constitute a quorum.

Article V—Sources of Income.

The income of this department shall be derived from such share of the general benevolence budget as may be allotted to it by the General Conference or board of administration; and from cash gifts, offerings from special days observed by local churches and conferences; bequests, mortuary notes, annuities, interest from trust funds; and such other sources of income as may develop from time to time. The board is authorized to receive and administer all such funds according to the

the provisions of its charter and the Discipline of the Church of the United Brethren in Christ.

Article VI—Executive Committee.

1. The Board of Christian Education shall elect an executive committee of five persons from the membership of the board. This committee shall have direction of the work of the Board in the interim of its sessions and shall report its actions to the board for ratification. The General secretary shall be an advisory member of the executive committee.

2. The executive committee, under the direction of the board, shall have full power to transact the legal business of the board, and, when authorized by the board, to affix the corporate seal of the board to all legal papers which may require it.

Article VII—Scope of Work.

The work of the Board of Christian Education shall comprehend the following activities:

1. It shall have supervision of the Sunday church school interests of the denomination, strengthening in every way possible the work of existing schools and organizing new ones as opportunity may present. It is charged with the responsibility of developing the principles of Christian education and communicating the same to our Sunday church schools through appropriate literature, rallies, institutes and at annual conferences. It shall also encourage the work of week-day and vacation church schools and classes for instruction of young converts. It shall promote camp conferences and direct instruction in mission study, Christian stewardship and vocational guidance.

2. It shall give special study to the proper organization of the men of the church into Bible classes and brotherhoods with a view to a fuller enlistment of our men in Bible study and Christian work of all kinds. A similar service should be rendered for the women of the church.

3. It shall have supervision of all the work of our young people, such as is represented in the young people's division of the Sunday church school and in our Christian Endeavor societies, with a view to proper promotion and integration.

4. The Board of Christian Education shall promote in the local church the cause of higher education, awaken and stimulate an interest in this important work throughout our denomination, and encourage and aid our educational institutions in bringing the church to greater efficiency.

It shall make an annual survey of the general and financial condition of our colleges and other educational institutions of the church, and make such recommendations to the managers of these institutions as will help to make them more effective.

It shall determine the number of colleges and academies, and the cooperating territory of each. In the readjustment of cooperating territory of existing institutions, it shall seek such an adjustment as may be satisfactory to the conferences and the institutions concerned.

It shall determine the standards of the various grades of institutions of learning and indicate which schools are entitled to grant the bachelor degree. The remainder of our schools may be junior colleges, or academies. The junior colleges and academies shall cooperate in every way possible with the standard colleges in their respective territories. The courses of study of like-grade schools shall be coordinated as far as possible, based upon a minimum of units as outlined by the board.

No church college or theological seminary shall be established, discontinued, relocated or consolidated with another without the recommendation of the Board of Christian Education, expressed by a two-thirds vote of the entire board, and the approval of the General Conference.

The endowment funds of our institutions of learning shall be kept sacred for the purposes for which they were given. The institution, itself, shall not borrow from its endowment funds for current expenses or buildings, or any other purposes; nor loan endowment funds to any of its trustees, officers or teachers. Each one of our colleges and Bonebrake Theological Seminary shall each year, by its president and treasurer, submit to the Board of Christian Education a complete statement of its financial condition, including a detailed exhibit of all endowment funds, where invested, and the

amount of each investment; nor shall they pledge any of the aforesaid endowment money or notes to any bank or person, as collateral for any loan made for current expenses.

The Board of Christian Education shall also exercise such supervision over United Brethren students in non-United Brethren schools as may be possible through contacts with United Brethren pastors in college and university communities, by occasional visits on the part of representatives of denominational board, by letters and literature, and by such other means as may suggest themselves to the board and general secretary. Conferences and local churches should be encouraged to keep in touch with their students in such institutions, and assist in every way in caring for the spiritual needs of such students.

5. The Board of Christian Education shall be charged with the building up and administration of beneficiary loan and scholarship funds as follows:

The beneficiary loan fund shall be a fund raised by offering, donation or bequest, to aid by loan with or without interest for a given time, as the board may determine, in educating, in both their collegiate and theological courses, worthy young persons who are preparing themselves for the work of the gospel ministry, or missionary work in the Church of the United Brethren in Christ. Young persons so aided must first be recommended as suitable persons to receive aid by the quarterly conference, and by the annual conference within whose bounds they live or to which they belong; or by an educational committee appointed by the conference, to which all requests for aid, not acted upon by the conference, or which shall be made during the interim of its sessions, shall be referred. Missionary students, not holding license to preach, must be recommended by the board of foreign or home missions, or by the executive committee of one of these boards. The agency recommending an applicant for aid shall assist the Board of Christian Education in helping to secure the payment of such loans as they become due. No person having received aid from this board may be granted an honorable dismissal or a transfer by his conference until he shall have made satisfactory settlement with the board.

Scholarship funds may be capital or current funds. Capital funds are funds, the capital of which shall be invested and the income only be used to aid worthy persons preparing for the ministry or missionary work. Current funds are funds that do not require investment, but may be used currently in the aid of students. The income from the capital scholarship funds and the current funds themselves are a gift fund to be used under such conditions as the board may direct. The department of Christian Education is authorized to raise money for the capital scholarship fund under such governing regulations as the General Conference may impose. Capital and current scholarship funds shall be made up of grants from the Children's Day offerings, Young People's Anniversary Day offerings, and of special gifts, as the board may determine. Persons receiving scholarship aid shall be required to sign a note for the amount received, which note shall be surrendered by the board when the person has completed his course of study in a United Brethren college or Bonebrake Seminary, plus a five-year period of service in the Church of the United Brethren in Christ.

6. The Board of Christian Education shall, in cooperation with the mission boards, plan courses of missionary instruction for our Sunday church schools, Christian Endeavor societies, and week-day and Vacation Church Schools, and shall also promote the organization of mission study classes in both foreign and home missions during the periods designated by the General Conference.

The Board of Christian Education shall cooperate with the Women's Missionary Association in promoting a program of missionary education for all children of the church. This cooperation shall be carried out through an inter-board committee representing these two boards. This inter-board committee formulates the policies governing the work of missionary education for children subject to the approval of the two boards involved and in harmony with the total missionary education program of the church, as outlined by the three missionary boards and the board of Christian education.

7. The Board of Christian Education, in cooperation with the board of administration, shall promote the study and practice of stewardship throughout the

church, and shall assist the general secretary of the board of administration in the dissemination of information among our people relative to the general benevolence causes of the church.

8. The Board of Christian Education shall promote and supervise all leadership-training work, such as local church training classes, community training schools, conferences and camps, which are under the jurisdiction of the Church of the United Brethren in Christ. It is understood that, whenever possible, the courses offered by our denominational leadership-training classes, schools, conferences, and camps shall be courses recognized by the leadership-training department of the International Council of Religious Education, and no standard credits shall be issued except for such standard courses as are included in the Standard Leadership Training curricula. Special credits for extra reading and study may be issued according to plans worked out by the general secretary and service directors of the Board of Christian education.

9. The general Board of Christian Education is authorized to hold such annual meetings of representatives of the conference boards of Christian education as the Board may deem wise. Such meetings shall have an advisory relationship and may present recommendations to the general Board.

Article VIII—Committee on Curriculum.

A standing committee on curriculum consisting of five members, three of whom shall be the general secretary of the board of Christian education, who shall convene the committee for the purpose of organization, the editor of Sunday-school literature and the publishing agent, shall be appointed by the executive committee to serve during the quadrennium, or until their successors are appointed. It shall be the duty of this committee to study the whole field of Christian education, to examine all courses of study proposed for the Sunday church school, the Christian Endeavor societies, daily vacation Church schools, etc., and to superintend the preparation of any new courses that may be deemed necessary to meet the requirements of our system of

Christian education. This committee shall sustain an advisory relation to our colleges and seminary in all matters affecting curricula. The committee on curriculum shall meet at least once a year and oftener as needed, and shall report its findings in writing to the boards or institutions concerned.

Article IX—Special Days.

The department of Christian education shall direct the observance of special days such as Education Day, Young People's Anniversary Day, and Children's Day, and shall seek to enlist the cooperation of conference and local church boards of Christian education in carrying out the plans and programs proposed for such days. Free-will offerings shall be received in connection with the observance of these special days for the work of Christian education, and shall be used as provided for elsewhere in this constitution.

Article X—Cooperation With Other Agencies

The department of Christian education shall cooperate with the International Council of Religious Education, the International Society of Christian Endeavor, the Young Men's Christian Association, the Young Women's Christian Association, the Council of Church Boards of Education, and all other agencies that seek to promote the cause of Christian education and the all-round development of Christian character.

Section II

CONFERENCE BOARD OF CHRISTIAN EDUCATION

Organization

1. Each annual conference shall elect a conference board of Christian education to be composed of five or more persons, for a term of three years, their terms closing in different years. The superintendent or superintendents of the conference, the branch president of the Women's Missionary Association, the branch secretary of the Otterbein Guild, the president of the conference Otterbein Brotherhood, and the president of the Young People's Union shall be *ex officio* members. This Board shall meet within thirty days after its election and organize

by choosing a president, a vice president, secretary, and treasurer, and shall appoint such committees as may be needed. It shall elect for the conference a general director of Christian education, who may be the conference superintendent, a director of adult work, a director of young people's work, a director of children's work, and a director of leadership training. These directors shall be *ex officio* members of the board, and shall work under its direction, and be responsible to it in all their official relationships. The board shall appoint such other directors and assistants as may be deemed necessary to further the cause of Christian education.

2. The conference board of Christian education shall cooperate with, and make annual report to, the general Board of Christian Education. The conference board shall have general oversight of all phases of the work in the conference as outlined in Article XI of this constitution, and shall plan and direct all conference meetings involving educational and training agencies of the denomination. It is suggested that wherever practicable a full-time director of Christian education be employed by the annual conference.

3. The conference children's director shall be elected on nomination of a committee composed of the president and general director of the conference board of Christian education and the branch president of the Women's Missionary Association. This director shall see that missionary education has an integral place in her plans for the children's work of the conference. She should cooperate with the general children's director in all plans outlined by the inter-board committee.

Meetings for Inspiration and Training.

Under the direction of the conference board of Christian education there shall be held annually in every conference one or more conventions, institutes or training schools, composed of representatives from the young people's divisions of the Sunday church schools, Christian Endeavor societies, and other youth groups for the training and inspiration of our young people. These young people will form their own organization elect their own officers, constitute their own commit-

tees, and formulate a constitution and by-laws to govern their activities. The name of this organization shall be the Young People's Union of_____ Conference. The Union shall cooperate with the conference board in building up a well-rounded, unified program of religious education and training for all the young people of the conference. If thought advisable by the conference board of Christian education, these annual conventions may include representatives from other educational groups.

Conference Adult Council

There shall be a conference adult council composed of the adult director as chairman, the president of the branch Women's Missionary Association, the president of the conference Brotherhood and two other members to be chosen by these three. The purpose of the council shall be to correlate the conference adult work and to promote and supervise a unified adult program for the conference.

The adult council, under the leadership of the conference director of adult work, shall promote the interests of the adult organizations in the council, arrange for annual meetings and district rallies, and perform such other duties as may be required by either the conference or the general board of Christian education.

The conference adult council shall undertake wholeheartedly the adult educational task of the Church. It shall assist in the promotion of such major service projects as adult evangelism, devotional life, home religion, the benevolence budget, homes and orphanages, our colleges and Seminary, leadership training, Christian citizenship, stewardship, missions, and world peace.

District and Group Meetings

The conference board of Christian education shall plan for public meetings in connection with the sessions of the annual conference, and shall hold such district and group meetings in the conference as may be deemed wise. The conference board shall make a yearly written report to the annual conference. Its work shall be reviewed by the annual conference and it shall be responsible to the conference in all its activities.

Funds for Conference Work

Funds for promoting the work of the conference board of Christian education and the conference adult, young people's, and children's activities, shall be provided by such contributions and gifts from Christian Endeavor societies, Sunday church schools and individuals as may be secured with the sanction of the annual conference.

Special offerings on Young People's Anniversary Day and Children's Day shall be designated gifts to the general Board of Christian Education, and shall be handled like all other designated gifts. Since the annual conference receives a percentage of these offerings for Christian education out of the undesignated funds, the ideal is for the annual conference to make its percentage of these offerings available to the conference Board of Christian Education for its work, or the annual conference provide equitably for its board of Christian education in some other way.

All such moneys shall be forwarded to the conference treasurer. He in turn shall transmit to the General Church Treasurer the Young People's Anniversary Day and Children's Day offerings as herein provided. He shall also transmit to the conference board of Christian education the percentage of the Young People's Anniversary Day and Children's Day offerings made available to the annual conference out of the undesignated funds, or such other amounts as may have been agreed upon by the annual conference, in addition to any special sums contributed by Sunday schools, Christian Endeavor societies, or individuals for the work of Christian education in the annual conference.

Section III

LOCAL BOARD OF CHRISTIAN EDUCATION

Organization

1. The board of Christian education of the local church shall consist of the pastor, the local director of Christian education, the superintendent of the Sunday church school, the class leader, the presidents of adult and young people's Christian Endeavor societies, and the superintendents of each intermediate and junior

Christian Endeavor society, the president of the Women's Missionary society, the president of the Otterbein Guild chapter, the president of the Otterbein Brotherhood, and the age group directors. The official board may elect two additional members from the general church membership. The general director of Christian education shall be the chairman of this board.

The board of Christian education shall elect a director of adult work, a director of young people's work, a director of children's work, and a director of leadership training, and such other service directors as the official board may authorize. The general director of Christian education, who may be the pastor, shall be elected by the official board. The directors shall be *ex officio* members of the local board of Christian education, and shall be a committee working under the direction of the board and responsible to it for all of its activities.

The local director of children's work shall be elected by the board of Christian education upon the nomination of the local director of Christian education and the president of the Women's Missionary society. The director of children's work should be an active member of the missionary society or chapter of Otterbein Guild where possible.

All the children's organizations of the local church constitute a field for the program of missionary education. The program includes two annual denominational projects (formerly Glad Chest), one on foreign and the other on home missions. These are to be carried out in the organization in the local church which contacts the largest number of children, and the offering received through the project shall be sent by the treasurer of the local Women's Missionary society to the branch treasurer of the Women's Missionary Association.

Work of the Board

2. The work of the board of Christian education shall be to correlate, supervise, and promote the educational activities of all the organizations of the local church. These organizations will include the Sunday school, Christian Endeavor societies, missionary societies, vacation church schools, Brotherhoods, Boy and Girl Scout organizations, and any educational work

connected with the Women's Aid society or other organizations or activities in the local church.

It shall also promote through the age group directors activities such as Father and Son, Mother and Daughter services, family altar, and the enrollment of tithers and comrades of the Quiet Hour, as well as the circulation of our United Brethren periodicals. Social activities and fellowship efforts and many other similar acts of Christian nurture and development shall be undertaken under the direction of the board.

The Work Classified

3. The board of Christian education shall classify its work under three age groups or sections which shall be under the supervision of the director of adult work, director of young people's work and director of children's work.

The director of adult work shall guide the adult education in the local church. He shall coordinate the activities of the various adult educational agencies, and seek to provide a program of Christian education for the adults of the church. He shall consult with the administrative heads of all adult agencies and advise as to ways and means of strengthening such agencies. He shall occasionally call together the administrative heads of all adult agencies for mutual counsel, and for the cooperative planning of a program whereby all adult activities will be effectively correlated. The agencies of the adult section shall include all adult Sunday-school classes, Brotherhoods, Women's Missionary society, Women's Aid, or any other adult organizations.

The director of young people's work shall guide the youth education in the local church. He shall coordinate the activities of the various youth educational agencies, and seek to provide a program of Christian education for the young people of the church. He shall consult with the administrative heads of all youth agencies and advise as to ways and means of strengthening such agencies. He shall occasionally call together the heads of all youth agencies for mutual counsel and for the cooperative planning of a program whereby all youth activities will be effectively correlated. The agencies of the young people's section shall include all young people's and intermediate Christian Endeavor societies,

Otterbein Guild, and any other young people's organizations.

The director of children's work shall guide the children's education in the local church. She shall coordinate the activities of the various children's educational agencies, and seek to provide a program of Christian education for the children of the church. She shall consult with the heads of all children's agencies for mutual counsel and for the cooperative planning of a program whereby all children's activities will be effectively correlated. The agencies of the children's section shall include the junior Christian Endeavor society, the nursery or cradle roll, beginner's or kindergarten, primary and junior departments of the Sunday school, vacation church school, catechetical or church membership preparatory classes, children's church, or any other children's organizations.

Activities

4. Among the special activities to be promoted by the board of Christian education through the various organizations of the local church are missionary education, stewardship education, and leadership training. The board shall also be responsible for promoting higher Christian education in the local church. It should cooperate with the college of its cooperating territory and with Bonebrake Theological Seminary in all of their promotional plans, which may be approved by the General Conference. Once a year a prospective list of students shall be sent to the conference director of Christian education or college president as directed. At least once a year the board of Christian education shall put on an informational campaign concerning the benevolence causes supported by our denomination.

5. The board of Christian education and its directors shall regard the service of public worship, prayer meeting, and all other meetings of the church for spiritual culture, as of paramount importance and should cooperate fully with the pastor and other leaders in securing regular attendance at the service of public worship and prayer meeting.

6. The board of Christian education shall seek to promote leadership training by the use of accepted and

standard courses of study approved by the general Board of Christian Education.

7. The board of Christian education shall nominate to the official board for election the superintendents of the Intermediate and Junior Christian Endeavor societies.

8. The board of Christian education shall be responsible for the vacation church school and the week-day church school.

9. The board of Christian education shall hold total workers' conferences during the year as needed, at which time the total educational program of the church will be surveyed and studied with a view to the strengthening and extension of all the church's educational agencies and activities. The director of Christian education shall preside at such workers' conferences.

Section IV

CONSTITUTION FOR A SUNDAY CHURCH SCHOOL.

United Brethren Sunday church schools shall be governed by the following constitution; provided, that any school may have the privilege of enacting such by-laws for its better regulation as will not conflict with the constitution.

Article I—Name.

This school shall be known as the United Brethren Sunday church school of————————————.

Article II—Object.

The object of the school shall be to gather in all people for the study of the Bible and of the various activities of the church, to secure the salvation of souls, to train for Christian service, and to promote the worship of God. In cooperation with the board of Christian education, it shall seek to improve its work.

Article III—Officers.

1. The officers shall be the pastor, the general superintendent, and superintendents for the Children's, the Young People's, and the Adult divisions, a secretary, a treasurer, a librarian, a chorister, an organist, and such other officers as may be necessary. The duties of these officers shall be such as usually pertain to such offices.

Whenever it is deemed necessary for the interests of the school, an assistant may be elected in each of these offices; all of whom shall be subject in their official duties to their superior officers.

2. There shall be an executive council consisting of the pastor, who shall be the chairman, the general director of Christian Education, the directors of adult, young people's, and children's work, the officers and teachers of the Sunday church school, and the president, secretary and treasurer of every organized class in the young people's and adult departments. This council shall look after the general interests of the Sunday church school, and shall decide all matters of policy and finance.

3. The executive council shall appoint a literature committee consisting of one person from each of the three main divisions of the Sunday church school, a majority of whom shall be members of the Church of the United Brethren in Christ. The pastor and general superintendent of the school shall be members *ex officio*. It shall be the duty of this committee to select and order a suitable amount of our own literature and helps for the school, subject to the approval of the executive council.

4. The general superintendent of the Sunday church school may be elected by the official board of the church. The departmental superintendents and all other officers of the school shall be elected by ballot, only enrolled members of the school twelve years of age and over voting; provided that, when the official board shall so decide, the executive council may elect these officers. The annual election of officers shall take place at least thirty days prior to the sitting of the annual conference. The tenure of office shall be for one year, and shall begin the first Sunday following the close of the conference session. Where the election is held in the school, the executive council shall appoint a nominating committee who shall nominate suitable persons as candidates for the various offices.

5. The superintendent, when at all possible, shall be a member of the church of the United Brethren in Christ in good and regular standing. The teachers shall be appointed annually by the pastor and the general superintendent, in consultation with the departmental super-

intendents and the age-group directors. Regularly organized classes may elect their teachers, but they must be approved and appointed by the pastor and general superintendent.

6. The pastor of the church shall preside at each annual election, whenever practicable, and the superintendent or pastor shall preside at all special elections.

Article IV—Vacancies.

Vacancies for unexpired terms shall be filled in the same manner and form as above provided for annual reorganization.

Article V—Organized Classes.

To promote greater efficiency and to increase attendance in our Sunday schools, all classes above the junior age shall be organized as soon as possible and they shall secure their charters from the general secretary of the board of Christian education.

Article VI—Missions.

As each Sunday church school has auxiliary relationship to the Home Mission and Church Erection Society and the Foreign Missionary Society of our denomination, this school shall observe a monthly missionary day, when a brief missionary exercise shall be rendered and a missionary offering taken. In places where a monthly missionary day seems impracticable, each school shall be required to observe such a missionary day once a quarter. The first and third quarters of the calendar year including Easter shall be devoted to the study of foreign missions; the second and fourth quarters to the study of home missions; the missionary offerings during these periods shall go to the benevolence budget. In order to carry out this program each school shall appoint a missionary superintendent or committee.

Section V

Adult Work

CONSTITUTION OF THE GENERAL BROTHERHOOD

Article I—Name

The name of this organization shall be The Otterbein Brotherhood of the Church of the United Brethren in Christ.

Article II—Purpose

The purpose of the general brotherhood shall be: (a) To organize all the men of the church and community in Christian fellowship and service: (b) to promote among men the study of the Bible, church history, and the standards, agencies and aims of the Church of the United Brethren in Christ; (c) to enlist men in winning others for Christ and the church; and (d) to stimulate interest in civic righteousness and to encourage participation in community betterment, and in national and international affairs.

Article III—Membership

The membership of the general brotherhood shall consist of the conference brotherhoods. Each conference brotherhood shall be entitled to representation in the quadrennial meeting of the general brotherhood as follows: (1) Lay: equal to its lay representation in the General Conference; (2) Ministerial: one minister to every two lay representatives, provided, however, that each conference brotherhood shall be entitled to at least one ministerial representative.

Article IV—Officers

Section 1. The officers shall be a president, five vice-presidents, and a secretary-treasurer, all of whom shall be laymen and members of the Church of the United Brethren in Christ. They shall be elected in the quadrennial meeting.

Section 2. The duties of the officers shall be such as ordinarily pertain to their respective offices. The officers, together with the Bishop (See Article V, Section 1) shall appoint the promotional secretaries (See Article VI, Section 1).

Article V—Executive Committee

Section 1. The executive committee shall consist of the president, the five vice-presidents, the secretary-treasurer, one Bishop (elected by the Board of Bishops), the general secretary of Christian Education, the general director of adult work, and the vice-presidents who shall be the promotional secretaries. The members of

the executive committee shall be members *ex officio* of the quadrennial meeting of the general brotherhood.

Section 2. Under the guidance of the general director of adult work, the executive committee shall coordinate its program and work with the adult educational program of the general church.

Section 3. The executive committee shall (a) have general charge of the affairs of the Otterbein Brotherhood; (b) be responsible for the quadrennial meeting of the general brotherhood, including the program; (c) recommend each year an annual program of activities; (d) have power to fill vacancies.

Article VI—Scope of Work

The work of the general brotherhood shall be:

1. To promote among men (a) the devotional life (b) Christian training (c) Christian service (d) Christian fellowship (e) Christian stewardship.

A promotional secretary shall be appointed for each of these five departments of work. (See Article IV, Section 2.)

The five vice-presidents shall be designated as these five promotional secretaries.

2. To encourage and give guidance in the formation and work of the local, district and conference Brotherhoods.

3. To recommend activities through which the purpose of the Otterbein Brotherhood may be realized and the work of the local and conference brotherhoods may be accomplished.

4. In the name of the general brotherhood and the general Board of Christian Education, charters shall be granted to local Brotherhoods when the latter apply for same and pay the stipulated fee.

Article VII—Meetings

Section 1. The general brotherhood shall meet quadrennially at the time and place of the meeting of the General Conference. Special meetings may be called by the executive committee.

Section 2. At the quadrennial meeting the work of the quadrennium shall be reported, officers for the quadrennium elected, and other business transacted. A nominating committee, appointed by the executive com-

mittee, shall present nominations for the offices to be filled.

Article VIII—Finances

The method of financing the meetings and the work of the general brotherhood shall be determined by the general brotherhood upon recommendations made by the executive committee.

Article IX—Amendments

This constitution can be altered only by the General Conference.

Article X—By-Laws

Section 1. The general brotherhood may adopt by-laws in harmony with the constitution.

Section 2. The by-laws may be amended at any regular meeting of the general brotherhood, by a two-thirds vote of the members present, provided notice of the proposed alteration has been given in writing to the conference brotherhoods.

CONSTITUTION OF THE CONFERENCE BROTHERHOOD

Article I—Name

The name of this organization shall be The Otterbein Brotherhood of the ..... Conference of the Church of the United Brethren in Christ.

Article II—Purpose

The purpose of the conference brotherhood shall be: (a) to organize all the men of the conference in Christian fellowship and service; (b) to promote among men the study of the Bible, church history, and the standards, agencies and aims of the Church of the United Brethren in Christ; and (c) to stimulate interest in civic righteousness and encourage participation in community betterment, and in national and international welfare.

Article III—Membership

The membership of the conference brotherhood shall consist of the officers and promotional secretaries of the conference brotherhood, two delegates from each

local brotherhood, and the presiding officer and male members of the annual conference.

Article IV—Officers

Section 1. The officers shall be a president, a vice-president, a secretary and a treasurer, all of whom shall be lay members of the United Brethren Church. They shall be elected annually.

Section 2. The duties of the officers shall be such as ordinarily pertain to their respective offices. The officers, together with the conference superintendent or superintendents, the conference director of Christian education, and the conference director of adult work, shall appoint the promotional secretaries. (See Article VI, Section 1.)

Article V—Executive Committee

Section 1. The executive committee shall consist of the president, the vice-president, the secretary, the treasurer, the conference superintendent or superintendents, the director of Christian education, the conference director of adult work, and the promotional secretaries. The members of the executive committee shall be members *ex officio* of the annual meeting of the conference brotherhood.

Section 2. Under the guidance of the conference director of adult work, the executive committee shall coordinate the work of the conference brotherhood with the adult educational program of the conference.

Section 3. The executive committee shall (a) have general charge of the affairs of the conference brotherhood; (b) be responsible for the annual meeting of the conference brotherhood, including the program; (c) recommend each year an annual program of activities; (d) have power to fill vacancies.

Article VI—Scope of Work

The work of the conference brotherhood shall be:

1. To promote among men of the Church, (a) the devotional life, (b) Christian training, (c) Christian service, (d) Christian fellowship, (e) Christian stewardship.

A promotional secretary shall be appointed for each

of these five departments of work. (See Article IV, Section 2.)

2. To encourage and give guidance in the formation and work of local brotherhoods.

3. To recommend activities through which the purpose of the conference brotherhood may be realized and the work of the local brotherhoods may be accomplished.

Article VII—Meetings

Section 1. The conference brotherhood shall meet annually at the time and place of the meeting of the annual conference, or at such other time and place as the Brotherhood may choose.

Section 2. At the annual meeting the work of the year shall be reported, officers for the ensuing year elected, and other business transacted. A nominating committee, appointed by the executive committee, shall present nominations for the offices to be filled.

Article VIII—Relationships

The president of the conference brotherhood shall be a member of the conference board of Christian education. The conference director of Christian education and the conference director of adult work shall be members of the executive committee of the conference brotherhood.

Article IX—Finances

The method of financing the meetings and the work of the conference brotherhood shall be determined by the conference brotherhood upon recommendations made by the executive committee.

Article X—Amendments

This constitution can be amended only by the General Conference.

Article XI—By-Laws

Section 1. The conference brotherhood may adopt by-laws consistent with the constitution.

Section 2. The by-laws may be amended at any regular meeting of the conference brotherhood by a two-thirds vote of the members present, provided notice of the proposed alteration has been given at a previous meeting or in writing to the local brotherhoods.

A. BROTHERHOOD WORK.

A Brotherhood may be comprised of a men's Bible class, a federation of two or more men's Bible classes, or may be a separate organization including all the men of the church and community, providing it subscribes to the Brotherhood objectives. The number of committees may be diminished or increased at the discretion of the Brotherhood.

CONSTITUTION OF THE LOCAL BROTHERHOOD

Article I—Name

The name of this organization shall be the Otterbein Brotherhood of the ———————— Church, United Brethren in Christ.

Article II—Object

The object of this organization is to promote the Brotherhood spirit; to secure the salvation, spiritual growth and activity of our men; to create interest in Bible study and Christian fellowship among men; to increase the efficiency of the local church; to encourage denominational loyalty; to enlist all the men of the community in movements for social, civic, and industrial betterment. One of the definite objects of the Brotherhood shall be to devise plans whereby the boys of the community may be won to Christ and the church.

Article III—Membership.

1. Any man over sixteen years of age shall be eligible to membership, if approved by the executive committee and elected by a majority of the members present at any regular meeting of the Brotherhood.

2. The finances of this Brotherhood shall be secured by voluntary contributions or by monthly dues as the Brotherhood may determine.

Article IV—Meetings.

1. Devotional.—The Brotherhood may hold weekly or monthly devotional meetings for the study of the Bible, prayer, and testimony. All members of the Brotherhood shall be encouraged to take part.

2. Business.—Business meetings shall be held month-

ly or quarterly or oftener at the call of the executive committee.

3. ———— members present at any regular or special meeting shall constitute a quorum for the transaction of business.

4. At the regular business meetings the officers and chairmen of committees shall submit written reports of work done.

Article V—Officers.

1. The officers shall consist of a president, vice-president, secretary, and treasurer. They shall be elected for one year by a majority of the members present at the annual meeting and shall hold office until their successors are chosen.

2. The president and treasurer shall be members of the local church where this Brotherhood is organized.

Article VI—Duties of Officers.

1. The president shall preside at all business meetings and shall be a member *ex officio* of all regular committees.

2. The vice-president shall assist the president and shall perform all the duties of the president in case of the latter's absence or disability, and may be the director of the boys' work of the Brotherhood.

3. The secretary shall keep a roll of the membership and a record of all the proceedings of each business meeting. He shall report the formation of the Brotherhood to the conference organization and to the office of the board of Christian Education, and from time to time report for publication items concerning the progress of the Brotherhood.

4. The treasurer shall receive all monies of the Brotherhood, and shall pay all bills upon authorization of the Brotherhood on warrants signed by the president and secretary. He shall make a report of all receipts and disbursements to the business meetings of the Brotherhood and to the official board and quarterly conference.

Article VII—Standing Committees and Their Duties.

1. One or more standing committees may be appointed as desired by the Brotherhood. The following

committees will serve the needs of most Brotherhoods: Executive, membership, devotional, social.

2. The executive committee shall consist of the pastor, officers of the Brotherhood, and the chairmen of the standing committees. This committee shall outline plans and aims for the Brotherhood and stimulate the different committees in their specific duties.

3. The membership committee shall seek to win new members, prayerfully follow up all delinquents, visit the sick, and provide as far as possible for the relief of all members in distress.

4. The devotional and religious work committee shall provide leaders and topics for such devotional meetings as shall be agreed upon, aid in building up the church prayer-meeting and other church services, and plan such other meetings as will promote the religious life of boys and men.

5. The social committee shall provide social functions, welcome strangers and newcomers to the church services, Sunday-school and Brotherhood meetings, and in every way encourage friendliness among men and boys.

Article VIII—By-laws.

By-laws may be adopted for increasing the efficiency of the Brotherhood, provided such are in harmony with this constitution and the Discipline of the Church of the United Brethren in Christ.

B. ADULT CHRISTIAN ENDEAVOR

Article I—Name

This organization shall be called the Adult Christian Endeavor Society of_____Church of the United Brethren in Christ.

Article II—Object

The object of this organization shall be to promote the Christian growth of adults, and prepare them for better service in the church. It shall also be the purpose to provide them with needed social fellowship.

Article III—Membership

1. All adults 23 years of age and over interested in knowing more of the church and its work, and desiring

to be more effective in the work of the church, should join this society.

2. The membership should include all former members of the young people's Christian Endeavor societies of the church and constitute the alumni group of Endeavorers.

Article IV—Officers

The officers shall be such leaders as are deemed necessary to adequately do the work contemplated.

Article V—Materials

In addition to the "Young People's Lesson Topics" provided in the Watchword, the general Board of Christian Education, Dayton, Ohio, will furnish additional suggested topics upon request.

Article VI—Relation to the Church

1. This organization may be an adult group around which to build better attendance at the evening church services and to foster the total program of the church.

2. This group shall take a vital interest in the every member canvass of the church, studying our denominational causes and their needs, and the world-wide program of the church, and do everything possible to promote the total program of the church.

Section VI
Young People's Work.

(A) CONFERENCE YOUNG PEOPLE'S UNION

Article I—Name.

This organization shall be called the Young People's Union of the_____Conference of the Church of the United Brethren in Christ.

Article II—Object.

The object of this union shall be to unite the young people of the conference for mutual helpfulness and inspiration in winning young people to Christ and in building Christian character, for stimulating church loyalty and an intelligent interest in the various church enterprises, and for the organization and extension of young people's work within the conference.

In connection with the conference board of Christian education it should sponsor and promote activities like the following:

District rallies, midyear conventions and retreats.

Organization of new Christian Endeavor societies.

Cooperation with state and international C. E. agencies.

Enlistment of Life Work Recruits.

The raising of student loan funds.

Loyalty to our church colleges.

Young People's Anniversary Day.

Attendance at conference summer camps.

Article III—Membership.

1. Any Young People's Society of Christian Endeavor, or any Young People's Division in the Sunday school, or any other young people's Christian organization connected with the United Brethren Church in this conference, may be a member of this Union.

2. Each Christian Endeavor society shall be entitled to ———— delegates and each young people's division of the Sunday school to ————delegates to the convention of this Union.

Article IV—Officers.

1. The officers shall be a president, a vice-president, a recording secretary, a corresponding secretary, a treasurer, and such department superintendents as may be deemed necessary. These shall be elected from among the young people at the regular convention of the Union. The conference director of young people's work shall be the adult advisor of the young people's Union.

2. The executive committee of the Conference Young People's Union shall consist of all the regularly elected officers and such others as may be elected to direct various phases of the Union work. The committee should cooperate with the conference board of Christian education and work under the direction of the conference director of Young People's work.

Article V—Duties.

1. The duties of the president, vice-president, and treasurer shall be such as usually devolve upon such officers.

2. The duties of the recording secretary shall be to keep a record of all transactions of the union and of the executive committee.

3. The duties of the corresponding secretary shall be to assist the conference director of young people's work in matters of correspondence, to keep a list of the intermediate and young people's Christian Endeavor societies and young people's divisions in the conference, with the name of the president and corresponding secretary of each, and a list of the officers of the Union; to furnish the same to the general secretary of the department of Christian Education, and to conduct all correspondence.

4. The executive committee shall look after the interests of the Christian Endeavor societies and young people's classes, departments, and divisions in the Sunday schools of the conference, provide for meeting necessary expenses and for the collection of annual dues, arrange for the annual meetings, and perform such other duties as may be required by the department of Christian Education.

Article VI—Conventions.

The conventions, institutes, or training schools of this Union shall be held annually at such time and place as may be determined by the Union or by its executive committee.

Article VII—Finances.

The funds of the Union shall be provided by voluntary gifts, annual dues from young people's groups, or from other sources as may be agreed upon by the conference board of Christian education. Each society shall also make a contribution by dues or otherwise to the benevolence budget.

Article VIII—By-laws.

The Conference Union may adopt such by-laws as conference conditions and needs may require, provided that no by-laws inconsistent with the general good of the young people's work in the church shall be enacted.

(B) SENIOR OR YOUNG PEOPLE'S SOCIETY OF CHRISTIAN ENDEAVOR.

Article I—Name

This society shall be called the_____society of Christian Endeavor, of the_____church of the United Brethren in Christ at_____.

Article II—Object

The object of this society shall be to promote an earnest Christian life among its members, to increase their mutual acquaintance, to promote loyalty to their church, and in every way to train them for greater usefulness in the service of God and their fellowmen.

Article III—Membership

The membership of this society shall be divided into two classes, active and associate, who shall be voted into membership by the society on recommendation of the lookout committee.

1. The active members shall be those young people who have publicly confessed Christ as their Savior, and who have subscribed to the active members' pledge of this society. Voting powers shall be vested in the active members only.

2. The associate members shall be those young people who desire to participate in the activities of the society, but who have not publicly confessed Christ as their Savior.

Article IV—Officers

1. The officers of this society shall be a president, a vice-president, a secretary, and a treasurer. The president and treasurer shall be members of the Church of the United Brethren in Christ.

2. These officers shall be elected by ballot at least thirty days prior to the sitting of the annual conference. The tenure of office shall be for one year, and shall begin at the first business meeting following the close of the conference session, at which time the secretary shall turn over to the secretary-elect his book of minutes and other records, and the treasurer shall make his final report and turn over to the treasurer-elect his account book and other records.

Article V—Duties of Officers

1. The president shall preside at business meetings of the society, and shall be chairman of the executive committee. It shall be his duty to see that the society has a definite program of work, and that the program is effectively followed in accord with the object of the society. He shall be a member *ex-officio* of all committees. He shall make sure that his name is on the mailing list of the conference director of young people's work and the general board of Christian education.

2. The vice-president shall cooperate with the president in making and executing plans for the society, and shall perform the duties of the president in his absence.

3. The secretary shall keep an accurate list of members with their addresses, shall keep a record of the activities of the society, including the minutes of business meetings and of the meetings of the executive committee, and the reports of the various committees. He shall conduct correspondence with all outside agencies, and shall refer all communications received to the proper official or committee.

4. The treasurer shall keep safely all money of the society, shall pay out such amounts as shall be properly authorized by the society, and shall render an accurate financial statement to the business meeting of the society, and to the official board, and the quarterly conference.

5. The director of young people's work of the local church shall be an advisory officer of the society.

Article VI—Executive Committee

There shall be an executive committee consisting of the pastor of the church, the director of young people's work, the officers of the society, and the chairmen of the committees. It shall be the duty of this committee to appoint the regular and special committees, to see that officers and committees faithfully perform the duties assigned to them, and to have general supervision over the work of the society.

Article VII—Committees

The society using the Four Committee Plan should have the following four committees: Lookout commit-

tee, devotional committee, social committee, and missionary committee. All the work of the society may be allocated to these four committees. The society using the regular committee plan should have the above four committees and any other committees thought desirable. Wherever feasible the committees should be joint committees with other young people's groups of the church.

Article VIII—Duties of Committees

Under the Four Committee Plan the duties assigned to committees shall be as follows:

1. Lookout Committee: To recruit new members through the Sunday-school classes, personal work, visitations, check up on absentees, welcoming strangers, developing a friendly spirit, and similar activities.

2. Devotional Committee: (Sometimes called prayer meeting committee.) To provide leaders and plan program for the weekly devotional meeting of the society; to advertise the meeting and arrange for its orderly conduct; to distribute Christian literature; and to promote the Quiet Hour.

3. Social Committee: To plan social and recreational events, to provide and care for games and equipment; to help care for rooms and promote respect for the church building; to provide cheer for sick members and shut-ins.

4. Missionary Committee: To promote mission study classes and the reading of missionary books; to arrange for regular missionary program in the society, monthly or quarterly; to import missionary news through announcements, bulletin boards and tracts; to promote the interests of the benevolence budget; to enlist Christian stewards and tithers and life work recruits; and to cooperate with our denominational colleges and Seminary.

Article IX—The Pledge

Young people desiring to become active members of this society shall be required to sign the following pledge:

Trusting in the Lord Jesus Christ for strength, I promise Him that I will strive to do whatever he would have me do. I will make it the rule of my life to pray and read the Bible, to support the work and worship

of my church and to take my part in the meetings and other activities of this society. These things I will do unless hindered by conscientious reasons; and in them all I will seek the Savior's guidance.

(Signed)_____

Article X—Meetings

1. The society shall meet weekly for worship, at which time opportunity shall be given for expression of Christian belief and experience. Once each month a consecration or covenant meeting may be held, at which the roll may be called, and the responses of the active members shall be considered as renewed expressions of allegiance to Christ. It is expected that if any one is obliged to be absent from this meeting he will send a message or at least a verse of Scripture to be read in response to his name at the roll call.

2. The society shall hold monthly business meetings. Special meetings may be called by the president, or on the written request of five members of the society. _____ members shall constitute a quorum.

3. Social gatherings may be held at such time and place as may be arranged by the social committee. Whenever feasible social events should be for all the young people of the church and may be planned under the leadership of the director of young people's work.

Article XI—Relation to the Church

This society, being a part of the church, owes allegiance to the church with which it is connected. The program of activities of the society should be in harmony with the policy of the local Board of Christian Education, and should conform to the total program of the church.

Article XII—By-laws

By-laws for the government of this society may be adopted at any regular business meeting.

(c) INTERMEDIATE CHRISTIAN ENDEAVOR

The intermediate constitution may be the same as the constitution given above for senior and young people's societies with the following important exceptions:

In Article I, Name, let the article read as follows: This society shall be called the Intermediate Society of

Christian Endeavor of the_____church of the United Brethren in Christ at_____.

Some intermediate societies have adopted the name High School, and the name has been approved by the General Board of Christian Education of the Church of the United Brethren in Christ. Where this name is preferred it may be used in place of intermediate in the constitution of an intermediate society.

In Article IV, Officers, this statement should be added: A superintendent of Intermediate Christian Endeavor should be appointed by the board of Christian education upon recommendation of the pastor and the director of young people's work. Where there is no local board of Christian education he shall be elected by the official board.

In Article V, Duties of Officers, a paragraph should be added as follows: "The intermediate superintendent is the adult advisor of the society. He shall attend every meeting of the society if possible, and be ready with counsel and guidance, although the actual work of the society should be carried on as far as possible by the intermediates themselves."

Section VII

Children's Work

(A) Junior Society of Christian Endeavor

Article I—Name

1. This society shall be called the Junior Society of Christian Endeavor of_____.

2. When a Junior Church is conducted it shall be considered as essentially a Junior Christian Endeavor society, and shall be reported as such.

Article II—Object

Its object shall be to promote an earnest Christian life among the boys and girls who shall become members, and prepare them for the active service of Christ.

Article III—Membership

1. The members shall consist of two classes, Active and Trial.

2. Active members. Any boy or girl, preferably not over 12 years of age, who shall be approved by the su-

perintendent and assistant, may become an active member of the society by taking the following pledge:

Junior Membership Pledge

Trusting in the Lord Jesus Christ for strength, I promise Him that I will strive to do whatever He would like to have me to do; that I will pray and read the Bible; and that, just so far as I know how, I will try to lead a Christian life. I will be present at every meeting of the society when I can, and will take some part in every meeting.

Name_____

Parents' Consent

I am willing that_____should sign this pledge, and will do all I can to help_____ keep it.

Parent's Name_____

Residence_____

3. Trial Members shall be those who wish to attend the meetings but who are not ready to sign the pledge. These shall have their names on the trial roll, but shall not serve as leaders for the meeting.

Article IV—Officers.

1. The officers of the society shall be a superintendent, assistant superintendent, president, vice-president, secretary, treasurer. There shall be lookout, prayer meeting and social committees, and such other committees as may be needed.

2. The superintendent and assistant shall be appointed by the Board of Christian Education upon nomination of the pastor and children's director. In the absence of a Board of Christian Education, the official board shall appoint these officers upon the nomination of the pastor.

The other officers and committees shall be nominated by the superintendent and assistant and elected by the society. All officers shall be chosen for a term of six months.

Article V—Duties of Officers

1. The superintendent shall have full control of the society and shall take care of all funds belonging to the

society, the money being turned over to her by the treasurer at the close of each meeting.

2. The assistant superintendent shall aid the superintendent in her work.

3. The president shall conduct the business meetings, under the direction of the superintendent.

4. The vice-president shall act in the absence of the president.

5. The secretary shall keep a correct list of the members, call the roll, and take the minutes of the business meeting.

6. The treasurer shall take up the collections, enter the amount in the account book, and turn over the money to the superintendent for safe keeping. He shall also enter all expenditures as directed by the superintendent.

Article VI—Duties of Committees

1. The lookout committee shall secure the names of any who may wish to join the society, and report the same to the superintendent for action. It shall also obtain excuses from members absent from the roll-call, and affectionately look after and reclaim any who seem indifferent to their pledge.

2. The prayer meeting committee shall, in connection with the superintendent, select topics, assign leaders, and do what it can to secure faithfulness to the prayer meeting pledge.

3. The social committee shall welcome the children to the meetings and introduce them to the other members of the society. They may also arrange for occasional socials.

4. Whenever feasible committees shall be joint committees working with other children's groups.

Article VII—Relationship

The relation of the junior to any other society of Christian Endeavor should be close and intimate, and it is expected that when the members of the junior society have reached their age limit, they shall be promoted to the higher Christian Endeavor society as active members.

This society shall cooperate in the correlated work of Christian education in the children's section under the

director of children's work and the society shall also cooperate with the Conference Board of Christian Education and other denominational and interdenominational agencies.

Article VIII—Meetings

A worship meeting shall be held once every week. A consecration meeting shall be held once a month, at which the pledge shall be read and the roll called; and the responses of the members shall be considered a renewal of the pledge of the society. If any member is absent from three consecutive consecration meetings, without excuse, his name may be dropped from the list of members.

Article IX—Missionary Training

The Junior Christian Endeavor society in its missionary activities shall cooperate with the Women's Missionary society, which in turn may assist the junior superintendent in cultivating a missionary interest among the juniors by suggesting missionary literature and information.

The Glad Chest funds are to be sent direct to the branch treasurer of the Women's Missionary Association, who will forward them to the general Women's Missionary Association at Dayton, Ohio.

(B) VACATION CHURCH SCHOOL

Wherever possible pastors shall cooperate with other churches in holding a vacation church school. But if the school is held under the auspices of the Church of the United Brethren in Christ the following constitution shall be used.

Article I—Name

This school shall be called the Vacation Church School of _____ Church of the United Brethren in Christ.

Article II—Object

The object of this school shall be to give special training to boys and girls during the summer vacation period.

Article III—Membership

Boys and girls, usually of the younger grades, should attend this school. Special effort should be to reach

those outside the church who do not go regularly to Sunday school or other church service.

Article IV—Leadership

1. The principal of the school shall be appointed by the board of Christian education of the local church. The principal shall be well qualified for this important service and should be a person of earnest Christian character. The appointment should be with the cooperation of the pastor and the local children's director.

2. The teachers should be nominated by the pastor and the principal in consultation with the director of Children's work.

3. Whenever possible the pastor should share in the activities of this very important school. Leadership as a rule should be on the volunteer basis, or as nearly so as is possible, keeping the expenses to as low a figure as is consistent with the best interests of the Church.

Article V—Materials

The budget for the materials needed should be provided by the local church at the suggestion of the board of Christian education. Leaders should send to the denominational Director of Children's Work, Dayton, Ohio, for suggestions along this line.

Article VI—Finances

Whenever feasible offerings should be taken daily, to go to some worthy object as directed by the local church.

Article VII—The Program

Time should be given to well prepared worship periods, Bible study, story telling, directed hand work with a Christian purpose, dramatization and supervised play.

(c) WEEK-DAY SCHOOLS OF CHRISTIAN EDUCATION

Wherever possible the boys and girls of the church should be enlisted in attending carefully conducted schools of Christian education in the church building or in a public school building, and secure credit for this work wherever possible.

Pastors are urged to write to the General Board of Christian Education, Dayton, Ohio, for information, suggestions, and plans.

Section VIII

Work Among College and University Students

A. THE OTTERBEIN FELLOWSHIP

CONSTITUTION

Article I—Name

The name of this organization shall be "The Otterbein Fellowship" of ..... (college or university) at .....

Article II—Purpose

The purpose of this organization shall be to unite in Christian fellowship the members of the Church of the United Brethren in Christ, and other interested students, while they are enrolled in ..... (college or university). It shall seek to develop the spiritual life of such students and promote loyalty to the church by fostering programs and activities for social and religious culture.

Article III—Membership

Any student who is a member of the Church of the United Brethren in Christ and any other interested student who is enrolled in this institution and who subscribes to the purpose, as set forth in Article II of this constitution, may become a member of this fellowship according to rules and regulations adopted by the fellowship.

Article IV—Officers

The officers shall be a president, vice-president, secretary and treasurer elected by a majority vote in a regular meeting of the fellowship. The two last named offices may be held by one person.

A fellowship director shall be appointed by the General Board of Christian Education. In institutions near a United Brethren church, the pastor of that church shall be consulted. In United Brethren colleges he may be appointed by the college president. The director shall keep the fellowship and the church of the United Brethren in Christ in vital contact with each other. He shall distribute literature and carry on correspondence, make announcements, post bulletins, and other such responsibilities. He shall contact all students giving a United

Brethren preference, at the time of registration or following. He shall work in cooperation with the pastor of the local church of the United Brethren in Christ where there is one, and seek to enlist the group in the program of the local church.

Article V—Finances

Any expense for literature, correspondence, or other needs shall be defrayed by offerings or dues or as the Fellowship may decide.

Article VI—Meetings

Meetings shall be held weekly or at times mutually agreed upon by the Fellowship in an appropriate place.

Article VII—Denominational Relationships

This Fellowship shall be regarded as a vital part of the program of the Church of the United Brethren in Christ. Contact shall be maintained with the denomination through its general and conference boards of Christian education.

The general director of youth education of the Church of the United Brethren in Christ shall keep in touch with the fellowship by correspondence and, whenever practicable, by personal visits. He shall from time to time send to each group newsletters and other helpful materials for program suggestions and activities. The conference director of Young People's Work may be enlisted also to give leadership and reinforcement.

Article VIII—Program

The meetings of the fellowship shall be both religious and social. Where meetings take the form of a Sunday-school class in a local church, special courses of study may be pursued if agreeable to the local church. Where the meetings are held as a young people's society on Sunday evenings, the program may consist of worship, study, discussion, lectures and fellowship.

Article IX—By-Laws

By-laws may be adopted from time to time by a majority vote of the members present at any regular meeting of the fellowship. Such by-laws shall be in harmony with the general purpose as set forth in this constitution.

B. STUDENT AFFILIATE CHURCH MEMBERSHIP

A student in any institution of higher learning who has membership in a church of the United Brethren in Christ may become an affiliate member of a church of the United Brethren in Christ adjacent to the institution, without losing membership in the home church. He shall enjoy the privileges and responsibilities of church fellowship with the exception that the right to vote shall be maintained in the home church only.

At the request of a student, the pastor of his home church may grant a Certificate of Recommendation to the church of the United Brethren in Christ adjacent to an institution of higher learning. Upon the receipt of this recommendation and with due recognition, the pastor in the college center shall issue to the student a Student Affiliate Church Membership Certificate. This Pastor shall also send to the home church a Notice of Reception into Student Affiliate Membership. Such membership shall automatically terminate when the student graduates or is no longer enrolled in the college or university.

The General Board of Christian Education shall provide the three necessary instruments for this affiliate membership in detachable form as follows:

1. *Student Affiliate Church Membership Recommendation.*

(These three forms are to be sent by the pastor of the home church to the pastor of the church in the college or university center, or given to the student.)

This is to state that ..... is a member in good standing of the church of the United Brethren in Christ at ..... in the ..... Conference. He (or she) has enrolled as a student at ..... in your city, and at his (or her) request is granted this recommendation for student affiliate church membership. We trust that the bearer may become a regular attendant and participate in the activities of your church.

..... Pastor
..... Address

2. *Student Affiliate Church Membership Certificate.*

(To be presented to the student by the pastor of the church in the college or university center)

This states that ..... a regular member in good standing of the Church of the United Brethren in Christ at ..... in the ..... conference, is a Student Affiliate Member of the Church of the United Brethren in Christ at ..... in the ..... conference. This membership is valid as long as the bearer is a student in ....., and he (or she) may enjoy all the privileges and responsibilities of this church except the right to vote.

Public recognition of this relationship before the church was made on ..... day of ..... in the year of our Lord .....

..... Pastor

3. *Notice of Reception into Student Affiliate Church Membership.*

(To be detached by the pastor of the church in the college or university center and mailed to the student's home pastor.)

This is to state that ....., a student at ....., has been granted Student Affiliate Church Membership in the Church of the United Brethren in Christ of ....., to continue therein as long as he (or she) remains a student in the above institution.

..... Pastor

Date ..... Address .....

CHAPTER XVIII

BONEBRAKE THEOLOGICAL SEMINARY

Article I—Object.

This institution of sacred learning, located in Dayton, Ohio, is maintained by the Church of the United Brethren in Christ for the purpose of educating persons called of God to the work of the ministry and the spread of the gospel of Christ among men. It shall be under the control of the General Conference of the Church of the United Brethren in Christ.

Article II—Trustees.

The General Conference shall elect a board of trustees consisting of eighteen members including the active bishops of the Church. A majority of the trustees shall be residents of the State of Ohio. The active bishops shall be elected as members of the board for a term of four years. The other members elected shall serve a term of eight years.

Article III—Duties of Trustees.

1. The board of trustees shall meet on the call of the senior bishop immediately after its election, and organize by electing a president and secretary. The board of active bishops shall act as vice-presidents in the order of their seniority. The board shall meet annually in the seminary building at Dayton, Ohio, elect a president and a dean, and the necessary faculty and determine their salaries, review the work of the president and faculty, and adopt measures for the advancement of the interests of the institution.

2. A vacancy in the office of trustee shall be filled by the board of trustees, until the meeting of the next General Conference.

3. The board shall elect four persons from its own members, who, together with the president *ex-officio*, shall constitute the executive committee. This committee shall meet on call of the chairman and transact business for the institution in accord with the orders and plans of the board of trustees. The board shall have the management of the Historical Society subject to

the provisions of the plan adopted by the General Conference.

4. The board of trustees shall make a report of its work to the Board of Administration annually, and to the General Conference.

Article IV—The President.

The president shall be the official and responsible head of the seminary in both its financial and scholastic interests. He shall reside in Dayton, Ohio, and shall have charge of the business interests and the physical plant, including all property, of the seminary. He shall solicit and, with the consent and approval of the board of trustees, employ others to solicit contributions to the seminary.

In the name of The Bonebrake Theological Seminary, and under its corporate seal, the president shall execute all deeds of transfer and other legal documents which may be authorized by the board of trustees, or its executive committee. He shall report to the board of trustees annually an account of all receipts and expenditures, together with any recommendation pertaining to the business interests of the institution.

The president shall be chairman of the seminary faculty. He, with the concurrence of the dean and faculty, shall determine the courses of study and shall keep them in absolute harmony with the doctrine and polity of the Church of the United Brethren in Christ as set forth in its Discipline and Confession of Faith.

He shall recommend persons for election to the seminary faculty, and direct efforts to increase the number of students. He shall do everything possible to deepen the spiritual life of all persons in any way connected with the institution.

Article V—The Dean.

The duties of the dean shall be, in connection with the faculty, to arrange courses of study; to make out all schedules of recitations; to have charge of all questions of discipline; to take charge of all questions of academic relationship that may arise between faculty and students; make provisions for daily chapel exercises; do everything possible to promote a deep spiritual life in the members of the faculty and students; and, in the

absence of the president, preside at all meetings of the faculty. He shall outline the courses of study for quarterly conference and annual conference preachers, and shall recommend the proper books for said courses of study to the General Conference.

Article VI—The Custodian of Funds.

The general church treasurer shall receive and disburse on order the funds of the seminary.

Article VII—Endowment and other Funds.

All moneys or values of any kind given to the seminary as an endowment shall be held sacred as a permanent fund and securely invested, the interest only to be used in the maintenance of the seminary. All other funds shall be used as the interests of the seminary may require or as the donors may direct.

Article VIII—Annual Income.

The current funds of the seminary shall share in the annual apportionment and distribution of the general benevolence budget of the Church as authorized by the General Conference.

Article IX—Obligation of Faculty.

Each professor chosen to a chair in the seminary shall, upon the day of his inauguration, publicly subscribe to the following declaration of faith and obligation:

I solemnly declare, in the presence of God and the officers of The Bonebrake Theological Seminary, that I believe the Holy Scriptures, Old and New Testaments, to be the inspired Word of God, and, with the Holy Spirit, the only perfect rule of faith and practice. I believe the Confession of Faith, as contained in the thirteen articles in our book of Discipline, to be a truthful consensus of the fundamental doctrines of the Bible. I believe that the system of church government, as presented in the book of Discipline of the Church of the United Brethren in Christ, is consistent with the teachings of the sacred Scriptures, and I solemnly promise that I will not teach or insinuate anything that shall in any way be inconsistent with the foregoing declaration, or that is not in harmony with the Constitution and the Confession of Faith and the rules of the Church

as set forth in the Discipline of the Church of the United Brethren in Christ. I also promise, by divine assistance, to the best of my ability, to sustain the doctrines of the Holy Scriptures as thus set forth by the Church, in opposition to all forms of error, as long as I shall remain a professor in this institution.

[Name].....

Article X—Entrance Requirements

In order to enter the Graduate School of The Bonebrake Theological Seminary it is necessary that one shall have the A.B. degree or its full equivalent from a standard college or university. In order to enter the Diploma School of Theology one must be a high school graduate or an annual conference minister. Others with less preparation may enter the Diploma School of Theology and receive a certificate for work done, but will not be given the privilege of graduation. Students who do their high school work in any correspondence school may be permitted to enter the institution, and if the work which they do here is of a high grade they will be permitted to continue as high school graduates.

Article XI—Clearing House

The Bonebrake Theological Seminary, in counsel with the conference superintendents, shall be the clearing house for ministers who are available for work, but who could not be assigned to work in their own conferences.

CHAPTER XIX

The Home Mission and Church Erection Society.

CONSTITUTION.

Article I—Name.

The name of this society shall be the Home Mission and Church Erection Society of the Church of the United Brethren in Christ. It shall be the legal successor of the Home Missionary Society of the United Brethren in Christ and of the Church Erection Society of the United Brethren in Christ. In it shall vest all the assets subject to all liabilities of the said Home Missionary Society of the United Brethren in Christ, and the Church Erection Society of the United Brethren in Christ. This society shall be chartered under the laws of the State of Ohio and shall maintain headquarters at Dayton, Ohio. The purpose of this society shall be to promote missionary and church erection work in the United States, under the provisions of its charter, and under the direction of the Church of the United Brethren in Christ through its General Conference.

Article II—Membership of the Board.

The board of trustees of the Home Mission and Church Erection Society of the Church of the United Brethren in Christ shall consist of the active bishops of the church, the general secretary elected by the General Conference, and the chairman of the Commission on Rural Life, who shall be trustees *ex officio;* eight representatives elected by the General Conference, one-half of whom shall be laymen; and three representatives from the Women's Missionary Association, nominated by their general board and elected by the General Conference. The terms of office shall begin with the adjournment of the General Conference, and shall continue through the quadrennium or until their successors are elected.

Article III—Meetings of the Board.

The board shall hold an annual meeting each year, and special meetings may be held on the call of the president and five members of the board. The general secretary shall convene the board as soon as possible, but not later

than thirty days, after its election, for purposes of organization. The members present shall constitute a quorum.

Article IV—Power and Duties of the Board.

The board shall hold annual meetings; appoint an executive committee; make by-laws for the better regulation of its work; have power to declare vacancies in its membership on account of inattention to duties or any other sufficient reason and to fill all vacancies in its membership and its general secretaryship; appropriate funds for current expenses; employ missionaries; in conjunction with the bishop of the district, appoint conference superintendents in conferences where the superintendent is supported in part by the board; open up new mission districts and appoint their superintendents; in connection with one or more bishops, ordain missionaries in its employ, provided such candidates have met the requirements of the Discipline for such ordination; make appropriations out of the loan fund for church and parsonage purposes as the income for such purposes will admit and under such regulations as may be hereinafter stipulated; make grants out of available gift funds under such provisions as the board may direct; promote plans for the increase of its funds; receive and create endowments and endowment funds, holding, managing, investing, and reinvesting the same as may be required by their terms and for their best security; review the work done by the board in the several annual conferences; and perform such other functions as will extend the home missionary work of the Church of the United Brethren in Christ and promote and protect the property interests of the several congregations.

Article V—Officers of the Board.

1. The officers of the board shall consist of a president, two vice-presidents, a general secretary, a recording secretary, and a treasurer.

2. The president, vice-presidents, and recording secretary shall be elected annually from the membership of the board.

3. The general secretary and the treasurer shall be elected by the General Conference for the quadrennium.

4. Superintendents of service bureaus shall be elected by the board and shall hold office at the option of the executive committee.

5. Vacancies in these offices shall be filled by the board, except in the case of the treasurer, which shall be filled in the manner prescribed by the General Conference.

6. The duties of the president, vice-presidents, and recording secretary shall be such as usually attach to these offices.

7. The general secretary shall be the executive officer of the board. He shall, under the provisions of the Discipline of the Church of the United Brethren in Christ, and under the direction of the board, promote and supervise the various departments of the work of the board, to whose control and authority he shall be subject in all his official conduct. He shall keep a record of all bequests, legacies, and notes coming into his possession, and file them in a fire-proof safe for safe deposit. He shall make an annual report to the board, and a quadrennial report to the General Conference. It shall be his further duty, when practicable, to visit the fields aided by the board, and thus acquaint himself with their problems and needs. Until such time as the board may think it wise to elect directors of service bureaus, or in case of a vacancy in any or all bureaus under his supervision, the general secretary shall be acting director of such bureaus.

8. The treasurer shall receive and hold all funds of the board, and disburse funds subject to the order of the board. Funds shall be paid out only on the order of the board, countersigned by the general secretary. The treasurer, general secretary, and chairman of the executive committee shall constitute the trust department of the board, of which the general secretary shall be the director, and as such it will be his duty to receive and have supervision of all trust funds of the board and custody of its deeds, collaterals, and securities. He shall keep separate book accounts of all transactions of the trust department, and make an annual report to the board and such reports as the executive committee may wish from time to time. The treasurer and general secretary shall have power to execute all legal papers for the board, except in such states which require

the signature of the president of the board, in which case the president is authorized to sign all conveyances of real estate, release of mortgages, power of attorney, and other legal documents.

9. The director of a service bureau shall have supervision of the particular bureau of service for which he has been chosen, under such direction as hereinafter may be given for his bureau.

Article VI—Executive Committee.

1. There shall be an executive committee elected annually by the board from its own members, of which the general secretary shall be a member *ex-officio*. The directors of service bureaus may be advisory members at the option of the board.

2. The executive committee, properly elected as provided by this constitution and convened in accordance with the by-laws, shall be empowered to make appropriations for the support of missionaries, to grant applications for aid by loan or donation, and to administer any other appropriation as may be entrusted to it by the board; to enter into, make, perform, and carry out contracts of every kind for any lawful purpose authorized by the charter and the Discipline of the Church with persons, firms, associations, or corporations; to borrow or raise money, and for this purpose to pledge the credit of the board, and pledge as collateral security any bonds, debentures, or other negotiable or transferable investments held by the board; to purchase or otherwise acquire, sell, assign, transfer, mortgage, pledge, or otherwise dispose of real estate, bonds, debentures, or other evidences of indebtedness, and otherwise to exercise all the rights and privileges of ownership; to change depositories of moneys; to accept, on behalf of the board, any real or personal property subject to annuity or otherwise; to collect any sums of money due the board; to institute or defend suits at law or equity; to appoint officers, agents, and employees whose terms of employment shall not extend beyond the next meeting of the board, and to dismiss them. In general, the executive committee shall have power to exercise all the powers of the board, except: (*a*) to determine the amount of appropriation to the various departments, unless so authorized from time to time by

the board; (*b*) to elect officers of the board. It shall have full power and authority to do any and all things herein set forth to the same extent and with the same effect as the board itself might or could do in any part of the world, and to authorize the seal of the corporation to be affixed to all papers which may require it with the same force and effect as if directed by the board at a regular meeting thereof.

Article VII—Annual Conference Boards.

1. In each annual conference there shall be a conference board of home missions and church erection, composed of not less than five persons, of whom at least two shall be laymen. It is provided, however, that an annual conference may designate any existing board to function as the annual conference board. This board shall be organized by the election of a president, vice-president, and recording secretary. The duties of these officers shall be such as usually attach to such offices.

2. The duties of the annual conference board shall be to recommend missionary appropriations within its bounds to the general board at least two months preceding the convening of the annual conference; to recommend loans for worthy projects from the church erection loan funds as well as grants from the gift fund; to investigate and report to the general board on all proposed new locations for churches in the conference under the direction of the general board; to keep a careful record of all appropriations, loans, grants, applications, and any other matters that will facilitate the work of the general board; to report its organization annually to the general offices at Dayton, Ohio; to secure the approval of the general board in opening new mission enterprises within its bounds, for whose support the annual conference will expect aid, either from the home mission funds in the support of the pastor, or church erection funds in the erection of buildings; to hold annual rallies at the sessions of the annual conference as the general board may request, to cooperate in the holding of district rallies, where opportunities present themselves, for disseminating general information as to the needs and work of the board.

3. The annual conference board shall hold at least

one meeting annually, and such other meetings as may be necessary upon the call of the president.

Article VIII—Departments of Work.

1. This constitution recognizes the integral and legal existence of the Home Missionary Society of the United Brethren in Christ and the Church Erection Society of the United Brethren in Christ; that all funds and assets of whatsoever kind heretofore invested in these societies, and all funds that hereafter may be donated for specific forms of work for which these societies stood, shall be kept perpetually sacred for the purposes for which they were, and are to be, given; that the said Home Missionary Society of the United Brethren in Christ and the Church Erection Society of the United Brethren in Christ are respectively departments of work of the Home Mission and Church Erection Society of the Church of the United Brethren in Christ, through which its missionary and church erection activities are to be carried forward.

2. The department of home missions shall be under the management of the general secretary elected by the General Conference, under such direction as the board may determine.

3. The department of church erection shall be under the management of the general secretary elected by the General Conference, under such direction as the board may determine.

Article IX—Scope and Functions of the Departments.

1. The department of home missions shall comprehend the distinctively home missionary work of the board. It shall administer all appropriations for mission work in the United States; in cooperation with the annual conferences, it shall make the annual appropriations to the charges; it may recommend discontinuance of appropriations with reasons therefor; it shall recommend to the executive committee new mission points or districts that should be entered, with an estimate of the appropriations necessary; it shall constitute itself a bureau of ministerial supply for our mission work and recommend efficient men for appointment as pastors for mission stations. In mission districts having less than eight pastoral charges, this department

shall recommend to the executive committee suitable men for appointment as superintendents. In mission conferences of eight or more pastoral charges, where the superintendent is supported wholly or in part by the board, it shall, in conjunction with the bishop of the district, appoint a suitable person for superintendent and report the same to the executive committee for approval. This department shall function further in all matters referred to it by either the board or the executive committee.

2. The department of church erection shall comprehend the distinctively church erection work of the board. It shall recommend loans from the loan funds of the board; it shall recommend grants from the gift funds; it shall give careful and thorough study to the proposed locations for new churches and make a report to the executive committee of its recommendations, provided that no loan or grant can be made to a church whose location does not have the approval of the executive committee; it shall furnish such architectural assistance to local churches as the board may provide for; under the direction of the board it may employ expert help in raising new funds for the department and render aid in raising funds for new churches and parsonages and in liquidating indebtedness on those already built. This department shall function further in all matters referred to it by either the board or the executive committee.

Article X—Service Bureaus

In order that the work of the board may be more effectually and systematically carried forward, the board, subject to the approval of the Board of Administration, may constitute such service bureaus as will in its judgment increase the efficiency of the work of the board, facilitate the home mission and church erection work of the denomination, and promote and protect the property interests of the several congregations. It may elect directors for the bureaus thus created to have supervision of specialized forms of activity in the interests of and under direction of the departments of the board.

Article XI—Duties and Functions of Service Bureaus.

The board shall define the scope of any and all service bureaus it may create, and outline for these bureaus

their methods of procedure, which methods of procedure shall be part of the by-laws of the board.

Article XII—Amendments.

This constitution may be amended at any session of the General Conference by a majority of the delegates voting.

CHAPTER XX

The Foreign Missionary Society.

CONSTITUTION.

Article I—Name.

This society shall be called the Foreign Missionary Society of the United Brethren in Christ (the legal successor of the Home, Frontier, and Foreign Missionary Society of the United Brethren in Christ in its foreign work).

Article II—Purpose.

This society is organized for the purpose of extending the knowledge of the gospel of Christ throughout the earth by the utilization of the resources of the church.

Article III—Functions.

This society shall, through its distributed activities, promote an interest in foreign missions by approved methods in the home churches, Sunday schools, and Christian Endeavor societies. It shall disseminate information touching mission fields; it shall appoint, commission, and send forth missionaries, and conduct any and all work that properly devolves upon such a society. The supreme aim of the missionary society shall be to establish a self-supporting native church in each field.

Article IV—Membership.

Every person, by virtue of becoming a member of the Church of the United Brethren in Christ, is a member of the Foreign Missionary Society.

Article V—Organization.

The organization of the society shall consist of a board of directors, an executive committee, an annual conference branch society, and a committee in every local church.

Article VI—Directors and Their Duties.

1. The board of directors shall consist of the active bishops of the Church and the general secretary, mem-

bers *ex-officio*, six directors (three ministers and three laymen) elected by the General Conference, and three directors who shall be nominated by the Women's Missionary Association and elected by the General Conference. A majority of the members of the board present at any regular or called meeting shall constitute a quorum. The officers of the society shall consist of a president and a vice-president, to be elected at the first meeting of the directors in each quadrennium, a secretary, who shall be the general secretary elected by General Conference, an associate secretary who may be elected by the foreign mission board, and a treasurer, who shall be the general church treasurer.

2. The board of directors shall have charge of, and give directions to all the work of the society. It shall hold a meeting once every year, and upon the request of the executive committee, the president shall call special sessions for the transaction of important business. The board shall make by-laws to regulate the business of the society; receive and pass upon reports of the general secretary, treasurer, minutes of the executive committee, and reports from foreign fields; make a careful study of the needs of the work abroad and appropriate the money necessary to carry forward the entire work of the society; employ special workers for the cultivation of the home church; appoint foreign missionaries and determine their compensation; determine the aims and methods to be pursued in enlisting the home church in the extension of the gospel. It shall fill any vacancies in its own body; shall elect six members of the executive committee; and shall have the use of one page in the *Religious Telescope*, which shall be conducted by the general secretary, subject to the approval of the editor.

Article VII—The Executive Committee and its Duties.

There shall be an executive committee of six elected by the board from its own members, two of whom shall be selected from the members representing the Women's Missionary Association. The general secretary of the society shall be an *ex officio* member of the committee. The committee shall have charge of all the business of the society *ad interim*, subject to the approval of the board. In the appointment of missionaries, and in

making appropriations not authorized by the board, the committee shall, through correspondence or otherwise, secure the approval of a majority of the members of the board.

Article VIII—Branch Organization.

Every annual conference shall organize a branch society, auxiliary to the Foreign Missionary Society, consisting of five members, including the bishop of its district and the conference superintendent. This society shall name one of its members as secretary, who shall assist the general secretary in developing interest in foreign missions and securing gifts for the society.

Article IX—Local Church Committee.

A missionary committee shall be organized in every local church to interest and enlist the entire membership of the local church in the work of both home and foreign missions, and devise such methods and measures as shall develop the church into a strong missionary agency.

Article X—Duties of General Secretary.

1. It shall be the duty of the general secretary to promote the dissemination of missionary information throughout the church by tracts, books and other publications, and through conventions, rallies, and institutes to endeavor to create a missionary atmosphere. He shall encourage the organization of mission study classes, and the introduction of missionary instruction in the Sunday school, and assist the Sunday-school superintendent, the president of the Christian Endeavor society, and the pastor to introduce a regular system of giving to missions.

2. The general secretary shall diligently study the administrative problem of the work abroad, so as to employ such agencies as shall lead to the development of a strong native church. He shall exercise diligence to discover and encourage those whom the Holy Spirit has called to foreign missionary work, shall bring them to the attention of the society and executive committee for appointment, and shall assist candidates in their preparation for their work before going to the field.

3. The general secretary shall keep a correct record of

the transactions of the society, and conduct its correspondence. He shall be the custodian of all its legal papers. He shall make an annual report of the work of the society to the board, and a quadrennial report to the General Conference. He shall call meetings of the executive committee to transact business.

Article XI—A Foreign Mission Conference.

1. A foreign mission conference is composed of all foreign missionaries bearing credentials from the board who have been on the field at least one year, native ordained ministers, licentiates of the conference, and one lay delegate from each charge working in harmony with the plans of the conference. One teacher designated by the administrative committee annually from each quarterly conference area may be granted membership at the discretion of the conference. Other workers employed, upon approval of the conference, may become advisory members.

2. The powers and duties of a foreign mission conference shall be the same as those pertaining to an annual conference except where provision has been made otherwise in this chapter.

Conference Superintendent.

3. Until at least one-half of the charges of the conference as of July 1, 1925, shall have attained self-support and two-thirds of the superintendent's salary shall be provided for by the conference, the conference superintendent shall be appointed by the foreign mission board; after this standard has been reached, he shall be elected by the conference. His tenure of office shall be one year, subject to reappointment or reelection. His duties shall be those common to annual conference superintendents, as well as others specified in this chapter. While receiving salary in full or in part from the board, he shall report to it quarterly regarding the work.

Delegates to the General Conference.

4. Until at least one-half of the charges of a foreign mission conference shall have reached self-support, the number of its delegates to the General Conference not in excess of the ratio to annual conferences in the United States, and the manner of their election, shall be deter-

mined by the foreign mission board. After this standard has been reached, the rules governing the election of delegates from annual conferences shall be in force.

The foreign mission conferences shall meet the expenses of their delegates from their respective fields to and from the ports of entry into the United States, and all additional expenses shall be met from the General Conference fund; provided, however, that if the delegates chosen are residing temporarily in the United States at the time of the General Conference, their traveling expenses from and to such place of residence shall be paid from the General Conference fund.

Courses of Study.

5. A foreign mission conference employing languages other than the English shall have power to make its own course of ministerial study, as nearly as practicable an equivalent of the English course. The same privilege is granted with reference to the deaconess course of study.

Relation to the Benevolence Budget.

6. In view of the fact that most of the general church interests, such as education, church erection, publication, evangelism, missions, etc., supported by the income from the general benevolences, are the same interests that must be sustained on the foreign fields by the board and the foreign mission conferences, no apportionments for the general benevolence budget shall be made to a foreign mission conference except when agreed upon by the board and the conference.

Article XII—Superintendency.

1. The foreign fields shall be under the supervision of the bishops and the board of foreign missions. The administration of a foreign mission district shall be committed to the foreign mission board, which shall make provision for its proper superintendence. The visitation of the fields shall be arranged by the foreign mission board in consultation with the board of bishops.

2. The foreign mission board shall appoint a mission superintendent over each mission conference for one term, subject to reappointment, or his tenure of

office may be terminated at any time at the discretion of the board, except as provided for in Article XI, paragraph 3.

3. The mission superintendent of each field, in co-operation with the board, shall arrange the work and take supervision of the conference. He shall report quarterly the condition and needs of the field to the general secretary and shall submit an annual report to the foreign mission board.

Article XIII—Reports.

All missionaries employed by the board shall be furnished with credentials of their appointment, and be subject to the board in regard to their term of service, salary, and the time and length of furlough. They shall report quarterly the condition and progress of their work to the mission superintendent; they shall also make an annual report to the general secretary of the board, a copy of which shall be filed with the superintendent.

Article XIV—The Mission Council.

1. There shall be a mission council in each foreign mission field. This council shall be composed of all the foreign missionaries employed by the board, but voting privileges in the council shall be granted only after one year's residence on the mission field. By a majority vote of the mission council all matters shall be decided except those relating to interpretation of the policy of the board, which shall be referred to the board for decision. The mission council shall elect its own chairman and, when advisable, an executive committee. The treasurer of the mission funds shall be appointed by the foreign mission board on the recommendation of the mission council.

2. The mission council shall convene once a year, and oftener if practicable, and shall receive reports of missionaries in charge of districts, stations, or departments of work. It shall cooperate, by committee or otherwise, with the conference superintendent in the general supervision of the work, especially with reference to the division of the missionaries' work, the budget, and the administration of the mission funds. It shall review the estimates (budget), hereinafter mentioned, prepared by the administrative committee, and refer the same to the foreign mission board with recommendation.

Article XV—The Administrative Committee.

1. When in the judgment of the foreign mission board the development of the work warrants it, at the instance of a foreign mission conference and on the recommendation of the mission council, an administrative committee consisting of five or more members may be elected. Until one-half of the charges of a conference shall have reached self-support, the majority of the members of this committee shall be elected by the mission council and the remainder shall be elected by the foreign mission conference. When at least one-half of the charges shall have attained self-support, the majority of the members of this committee shall be elected by the foreign mission conference and the remainder shall be elected by the mission council. When at least three-fourths of the charges shall have attained self-support and one-half of the superintendent's salary shall have been provided for by the conference, the members of the administrative committee shall be elected wholly by said conference.

2. The administrative committee shall meet regularly once a quarter, and oftener if necessary. As the connecting link and coordinating agency between the foreign mission board and a foreign mission conference, it shall be its duty: (1) to aid in the administration on the field, receive quarterly reports from all the workers except those who are serving self-supporting churches, and through the conference superintendent make such recommendations to the conference as it may deem proper and pertinent; (2) to interpret to the board through the superintendent the needs of the field, prepare the annual budget, and be charged with the administration of the funds contributed by the board, provided, however, that all financial arrangements with the missionaries commissioned by the board, as well as their terms of service and furloughs, shall be wholly within the province of the board.

Article XVI—Special Provision for Institutions.

Whenever advisable, the board may make special provision for the conduct of schools, hospitals, and other institutions on the field which require large appropriations

from the board, always with due consideration to the proper correlation of the departments of work concerned.

Article XVII—Cooperation and Federation Abroad.

Upon request of a foreign mission conference, the board is hereby granted authority to take such steps in cooperation and federation of work abroad with other missions, after careful consideration, as may be necessary and desirable for the development of a victorious native church.

CHAPTER XXI

Women's Missionary Association.

Section I

CONSTITUTION.

Article I—Name.

The name of this organization shall be The Women's Missionary Association of the Church of the United Brethren in Christ, according to the Articles of Incorporation under the laws of the State of Ohio.

Article II—Object.

The purpose of the association shall be two-fold: first, to enrich the spiritual lives of the women and girls of the Church of the United Brethren in Christ; second, to enlist and unite their efforts to help send and support missionaries in the home and foreign fields; to secure by gift, bequest, and otherwise, the funds necessary to aid in such missionary operations, and to hold such funds sacred to objects designated by the Women's Missionary Association.

It shall seek to deepen the spiritual life of its members through suggested Bible study and prayer; shall disseminate literature and information concerning the needs of mission fields, especially of those fields where the Church of the United Brethren in Christ is operating; shall cooperate, where desirable, with other departments of the said Church in giving missionary education to the entire church membership, and shall conduct any and all other work that usually belongs to such an organization.

It shall be empowered by its articles of incorporation to receive by gift, bequest, or purchase, real and personal property, and to hold the same for the uses and purposes of said association as may any other corporation of like character.

Article III—Relation to Church

The association shall work under the direction of the General Conference of the Church of the United Brethren in Christ to which the general secretary shall submit quadrennial reports. It shall also work in cooperation with the Home Mission and Church Erection Society,

and the Foreign Missionary Society of the Church of the United Brethren in Christ, upon whose boards and executive committees it shall have one-third representation.

Article IV—Membership

1. Any woman or girl, who is committed to the object of the association and subscribes to the covenant, may become a member of the association upon payment of the membership fee as indicated in the By-Laws of local societies and chapters.

2. The payment of ten dollars at one time, or in installments within five years, shall constitute a life membership.

The payment of twenty-five dollars at one time, or in installments within five years, shall constitute a life directorship.

The payment of one hundred dollars at one time, or in installments within five years, shall constitute a life patronship.

The payment of fifty dollars at one time, or in installments within five years, shall constitute a perpetual membership.

3. Life patrons shall be full members, and life directors shall be advisory members, of the Board of Managers; life patrons and life directors shall be full members, and life members shall be advisory members, of the annual convention of the branch within whose bounds they reside. These privileges, however, are accorded only to those who pay annual dues. Perpetual members are memorial members whose names are perpetually enrolled in local and association records.

Article V—Organization

The organization of this association shall consist of a board of managers, a board of trustees, branches, affiliated organizations in local churches, and members-at-large, to be constituted as follows:

1. The board of managers shall consist of the officers of the association, the board of trustees, the employed staff, the departmental secretaries, life patrons paying annual dues, and the branch presidents and three or more delegates from each branch. Each branch with a membership of two thousand or less shall be entitled to

three delegates in addition to the branch president; those branches having a larger membership shall be allowed an additional delegate for each additional one thousand members.

2. The board of trustees shall consist of fifteen members who shall be elected by ballot at the quadrennial meeting of the board of managers, six of whom shall be residing within the vicinity of the national offices of the association and shall constitute an executive committee; three from the branches east and south of the Ohio River; three from the branches west and north of the Ohio River and east of the Mississippi River; two from the branches west of the Mississippi River, and one from the Otterbein Guild. When this Otterbein Guild trustee is chosen from the vicinity of the national headquarters she shall be a member of the executive committee which shall then number seven. The term of the Otterbein Guild trustee shall be limited to one quadrennium. After the lapse of one year she may be eligible for reelection or appointment. All other trustees may be eligible for reelection two times. The officers of the association receiving compensation shall not be eligible for election on the board of trustees.

3. Branches, which shall have supervision of the locals and chapters within their bounds, shall be formed wherever practicable, their boundaries to coincide with those of the various annual conferences of the Church of the United Brethren in Christ.

4. Local societies for the women, and Otterbein Guild chapters for the girls shall be organized in every local church where practicable. Children's missionary education shall be promoted through the children's department of the Sunday school, the children's church, and Junior Christian Endeavor society.

5. In churches where there is no organization the branch shall endeavor to enroll members-at-large.

Article VI—Management.

1. The management of the association shall be vested in the board of managers. It shall meet quadrennially; shall pass upon reports; shall formulate plans and policies for the association; shall elect by ballot the members of the board of trustees; and shall delegate its

powers to the board of trustees during the interim of meetings.

2. The officers of the board of trustees shall constitute the officers of the association. These shall be a president, three vice-presidents, a recording secretary, a treasurer, and a chairman of the executive committee.

3. There shall be an employed general secretary, an employed Otterbein Guild secretary, an employed director of children's work, and other employed workers as shall be needed for the aggressive promotion of the work. These shall be elected by the board of trustees.

4. The program of the association shall be promoted among women and girls, the work among girls being known as the Otterbein Guild, and there shall be cooperation with the Board of Christian Education for missionary education among children. This program shall be promoted through such departments as from time to time shall seem wise, each department to be headed by a secretary who shall be a volunteer worker and shall be elected by the board of trustees.

5. There may be standing and special committees as required.

Article VII—Amendments.

This constitution may be amended by a three-fourths vote of the members of the board of managers present at any quadrennial meeting, provided such changes have been recommended by the duly appointed constitutional committee, and ratified by the General Conference.

Section II

BY-LAWS OF THE ASSOCIATION.

Article I—Duties of General Officers.

1. The president shall preside at the quadrennial meeting of the board of managers and shall have general supervision of the work of the association.

2. The vice-presidents shall cooperate with the president in carrying forward the work of the association. They shall preside in the absence of the president or upon request.

3. The recording secretary shall keep the minutes of the proceedings of the quadrennial meetings of the board of managers, and of all the meetings of the board

of trustees and send minutes to trustees and the record of important actions to branch presidents.

4. The treasurer shall receive all funds coming into the Women's Missionary Association and transmit quarterly, on order of the executive committee, to the general church treasurer those funds which are to be disbursed for work in the mission fields on order of the executive committees of the Home Mission and Church Erection Society and the Foreign Missionary Society.

She shall receive all funds of *The Evangel* and shall pay the expenses of the same on order of the executive committee.

She shall receive all funds of the literature department and shall disburse the same on order of the executive committee.

The treasurer shall submit quarterly reports, also an annual report to the association through *The Evangel*, and a quadrennial report to the board of managers. She shall give bond to the board of trustees and her accounts shall be audited annually.

5. The general secretary shall, under the supervision of the board of trustees, attend to all the business connected with the association, secure gifts and bequests, keep all documents pertaining to the association and attend to correspondence.

She shall have general direction and oversight of all the work, shall be responsible for the coordination of the various departments and seek to discover plans for the development and promotion of the whole work. She shall specialize in the promotion of the work among women.

She shall make quarterly and annual reports to the association through *The Evangel*, and an annual report to the Home Mission and Church Erection Society, and the Foreign Missionary Society, a quadrennial report to the board of managers and a quadrennial report to the General Conference. She shall have power to call meetings of the executive committee.

6. The Otterbein Guild secretary shall specialize in work with girls and shall formulate and promote plans for the development of the work among them. She shall serve as student secretary and shall work under the direction of the trustees.

She shall send out plans and suggestions to branch secretaries of the Otterbein Guild, aid in developing the work in the branches, and conduct the department of Otterbein Guild in *The Evangel*, subject to the approval of the editor. She shall make quarterly reports, also an annual report, to the association through *The Evangel* and a quadrennial report to the Board of Managers.

7. The director of children's work shall specialize in missionary education for children; she shall share in branch convention and institute work, shall contribute to *The Evangel*, and share in the planning and preparing of project materials. She shall work under the direction of the trustees and shall render annual reports to the association and a quadrennial report to the board of managers.

Article II—General Office.

The general office of the association shall be in Dayton, Ohio.

Article III—Fiscal Year.

The fiscal year shall begin April first.

Article IV—Meetings.

1. The quadrennial meeting shall be held within the year preceding the sitting of the General Conference, and at least two months before the close of the fiscal year.

2. The trustees and branch presidents may be called for a meeting bi-ennially, the board of trustees at the discretion of the executive committee.

Article V—Promotional Agencies.

The promotional agencies of the association shall be:

1. A monthly magazine, to be known as *The Evangel*, whose editor and publisher shall be elected by the board of trustees and work under its direction.

2. A Sunday, designated by General Conference and the board of managers as the last Sunday in October, to be known as World Missions Advancement day, in which a public program is presented, and an offering taken which shall be designated for the World Missions Advancement day fund.

3. Departments for Specific Work.

a. The Stewardship Department.

1. The object of this department shall be to emphasize the spiritual life of the women and girls by seeking to inculcate the principles of Stewardship.
2. The head of this department shall be a secretary who shall work under the direction of the board of trustees.
3. She shall send out plans and suggestions to the branch secretaries of stewardship, aid in developing the work in the branches, and conduct the stewardship department in *The Evangel*, subject to the approval of the editor. She shall make annual reports to the association through *The Evangel*, and a quadrennial report to the board of managers.

b. Missionary Education Department. The work of this department shall be two-fold as follows:

1. To plan for the expansion and increased efficiency of the work by personal contacts in the field and with branch, local and chapter executive committees.
2. To have general supervision of providing missionary literature and program material and of promoting the reading course.

a. The head of this department shall be a secretary who shall work under the direction of the trustees. She shall seek to formulate new plans for the development of the work. She shall conduct the Literature Department in *The Evangel* subject to the approval of the editor.

b. There shall be also a general literature committee composed of the staff and a member appointed by the trustees, whose duty it shall be to prepare and publish the literature of the Association.

c. The secretary of this department shall send out plans and suggestions to the secretaries of literature of the branches; assist in de-

veloping the work in the branches; submit quarterly and annual reports to the Association through *The Evangel* and a quadrennial report to the board of managers.

c.. The Thank-Offering Department:

1. The object of this department shall be the creation among the women and girls, of a spirit of gratitude and worship in the act of giving.
2. The head of this department shall be a secretary who shall work under the direction of the board of trustees.
3. The secretary shall send out plans and suggestions to the branch secretaries, aid in developing the work in the branches, and conduct the thank-offering department in *The Evangel*, subject to the approval of the editor. She shall make annual reports to the Association through *The Evangel* and a quadrennial report to the board of managers.

d. Department of Children's Work.

1. The object of this department shall be to give the children missionary training through a knowledge of missionary work, definite prayer, service deeds, and systematic giving for missions.
2. The work shall be promoted under the direction of an inter-board committee of the Board of Christian Education and the Women's Missionary Association and in cooperation with the Home and Foreign Mission Boards.
3. This promotion shall include all the children's organizations of the church. There shall be two special missionary education projects each year, and offerings gathered through Glad Chest boxes. These offerings shall be sent to the W. M. A. branch treasurers who shall send them to the treasurer of the Women's Missionary Association at Dayton, Ohio.

e. Standing and Special Committees.

1. The standing committees shall be appointed by the executive committee at the beginning

of each quadrennium and shall serve for the quadrennium. These shall be: Finance, W. M. A. Day, Conservation and Extension, Day of Prayer, Stewardship and Spiritual Enrichment, Field Work, Literature, Institutes and Branch Meetings, Otterbein Guild, Thank-Offering, Promotion of the Denominational Program, *The Evangel;* a House Committee and an Inter-board Children's Missionary Committee.

2. Special committees shall be appointed by the executive committee as needed and shall serve until their work is accomplished.

Article VI—Amendments to By-Laws.

These By-Laws may be amended by a majority vote of the members of the board of managers present at any quadrennial meeting, provided such changes be recommended by the board of trustees and ratified by the General Conference.

SECTION III.

BY-LAWS OF THE TRUSTEES.

Article I—Duties of the Board of Trustees.

1. The board of trustees shall assemble before the close of the quadrennial meeting of the board of managers and organize by electing by ballot from its own number the officers provided for in Article VI, Section 2 of the Constitution. It shall also nominate the allotted members to serve on the Home Mission and Church Erection executive committee and on the Foreign Missionary executive committee. It shall nominate by ballot from its own number its reresentatives upon the board of the Home Mission and Church Erection Society and the board of the Foreign Missionary Society to be elected by General Conference.

2. The board of trustees shall elect the general secretary, the secretary of the Otterbein Guild, the editor of *The Evangel*, the departmental secretaries, the field secretaries, and, in cooperation with the Board of

Christian Education, the director of children's work.

3. In the interim between the meetings of the board of managers the board of trustees shall have full power and control of the general interests and the administration of the affairs of the association, including the making of appropriations, and the fixing of salaries, and shall have power to fill all vacancies. It shall recommend to the board of managers such actions as it may deem advisable for the benefit of the association.

4. The trustees residing in the vicinity of the national offices shall constitute the executive committee. In the interim of meetings of the entire board of trustees, this executive committee shall have power to carry on the routine business provided for in the policies laid down by the trustees in their last meeting. Matters that cannot wait for a regular meeting of the trustees may be decided by correspondence.

5. All legal papers of the association shall be executed by the president and the general secretary of the association, provided the president lives in Dayton, Ohio, or vicinity; otherwise, by the chairman of the executive committee and the general secretary, who shall sign and seal all such papers including deeds of transfer, in the name and on behalf of the association.

6. The board of trustees shall have authority to grant the power of attorney for the association as the need for such action arises.

Article II—Meetings.

1. The trustees shall meet biennially, or at the call of the executive committee.

2. The executive committee shall meet monthly, or on call of the chairman or general secretary.

Article III—Amendments.

These by-laws may be amended by a majority vote of the members of the board of managers present at any quadrennial meeting, provided such changes have been recommended by the board of trustees and ratified by the General Conference.

SECTION IV

BY-LAWS FOR THE BRANCHES.

Article I—Name.

This branch shall be called the _____ Branch of the Women's Missionary Association of the Church of the United Brethren in Christ.

Article II—Object.

The object of the branch shall be to enlist the women and girls within the bounds of _____ conference in the cause of missions, to lead them to personal consecration, to disseminate missionary knowledge, and to raise funds to help carry forward the home and foreign work of the Women's Missionary Association, and to hold such funds sacred to the objects designated by the Women's Missionary Association.

Article III—Membership.

The membership of the branch shall consist of the locals and chapters belonging to churches within the bounds of the _____ annual conference and shall exercise this membership through delegates chosen for the annual meeting as hereinafter authorized.

Article IV—Officers.

The officers of the branch shall be a president, two vice-presidents, a secretary, a treasurer, a secretary of the Otterbein Guild, a secretary of the stewardship department, a secretary of the literature department, a secretary of the thank-offering department. The officers shall be elected by ballot at the annual meeting. No officer may serve continuously in one office for more than twelve consecutive years. After the lapse of one year, she may be eligible for reelection or appointment.

Article V—Executive Committee.

The officers of the branch, together with the conference Director of Children's Work (who is a member *ex officio*) shall constitute the executive committee. The executive committee shall meet after the branch convention and outline definite plans for the year. It shall supervise and develop the work within the bounds of the conference; divide the conference into districts

over which the vice-presidents or district leaders shall have supervision; seek to secure the organization of local societies and chapters of the Otterbein Guild in the churches and strengthen those already existing; shall promote children's work; and shall plan for the annual branch meeting.

Article VI—Duties of Officers.

1. The president shall preside at the annual meeting and have general supervision of all the work of the branch. She shall endeavor to have all the plans adopted by the branch executive committee carried into effect.

2. The vice-presidents shall cooperate with and aid the president in every possible way to carry out the plans of the branch. They may superintend the districts into which the branch may be divided, shall serve as branch counselors and have charge of the membership at large, and shall assist in developing and strengthening the work. They shall preside in the absence of the president, or upon request.

3. The secretary shall preserve the historical records of the branch. She shall keep a record of the procedings of the annual meeting and of the executive committee meetings. She shall submit quarterly reports to the general secretary, which shall reach her not later than June 29, September 29, December 29, and March 29, also the annual report not later than March 29. She may announce all the branch and executive committee meetings and present an annual report to the branch convention.

4. The treasurer shall receive all funds of the branch and transmit the same, except the branch contingent, to the general treasurer. She shall submit quarterly reports to the general treasurer, which shall reach her not later than June 29, September 29, December 29, and March 29, also the annual report not later than March 29, when the books of the general treasurer close. She shall pay bills of the branch from the branch contingent fund, but only upon vouchers properly certified by the president and secretary. She shall give bond, and her books shall be audited annually. She shall present an annual report to the branch convention.

5. The secretary of the Otterbein Guild shall, in harmony with the National Otterbein Guild secretary,

endeavor to interest the young women in each local church of the conference in missions, and, whenever possible, organize a chapter. She shall submit quarterly reports to the national secretary, which shall reach her not later than June 29, September 29, December 29, and March 29, also the annual report not later than March 29. She shall present an annual report to the branch convention.

6. The secretary of the stewardship department shall, in harmony with the departmental secretary, endeavor to interest the women and girls in each local society and chapter in the branch in this department. She shall submit quarterly reports to the departmental secretary, which shall reach her not later than June 29, September 29, December 29, March 29, also the annual report not later than March 29. She shall present an annual report to the branch convention.

7. The secretary of the literature department shall, during the year, select and recommend missionary literature to local secretaries of literature, and for the sales table at the branch convention.

She shall endeavor to secure a wider reading of missionary literature, especially of *The Evangel* and missionary leaflets and books of the reading course. She shall encourage the use of the current mission study books. She shall submit quarterly reports to the departmental secretary which shall reach her not later than June 29, September 29, and March 29, also the annual report not later than March 29. She shall present an annual report to the branch convention.

8. The branch secretary of the thank-offering department shall, in harmony with the departmental secretary, endeavor to interest the women and girls in each local society and chapter in the branch in this department. She shall report to the departmental secretary shortly following the Love-Offering in June, the chapter Thank-Offering in November and the local Thank-Offering in February; she shall send an annual report to reach the departmental secretary not later than March 29. She shall present an annual report to the branch convention.

9. The conference director of children's work is *ex officio* a member of the branch executive committee.

She is responsible for the promotion of missionary education among the children, for its presentation in branch meeting and institutes. She should give an annual report to the branch meeting.

Article VII—Meetings.

The branch shall meet annually and shall consist of the branch officers, three delegates from each local society, one of whom should be the president, two delegates from each chapter of the Otterbein Guild, one of whom should be the president, the life patrons, and life directors residing within the branch and paying annual dues. Life members paying annual dues shall be advisory members. It shall receive and pass upon reports. It shall transact any business pertaining to its work. It shall elect by ballot the officers and three or more delegates to the meeting of the board of managers, one of whom should be a member of the executive committee, and another, a representative of the Otterbein Guild.

Article VIII—Contingent Fund.

The expenses of the branch officers to the executive committee meetings, its delegates to the quadrennial meeting of the board of managers, and all other expenses of the branch shall be provided for by a contingent fund derived from the societies within the branch, as hereinafter provided. At least six percent of the branch contingent fund shall be sent to the general treasurer for a general contingent fund.

Article IX—Amendments.

These by-laws may be amended by a majority vote of the branch in its annual convention, though the amendment cannot become effective until its ratification by the board of trustees of the association.

SECTION V

BY-LAWS OF LOCAL SOCIETY.

Article I—Name.

This society shall be called the ——— local society, ——— Branch of the Women's Missionary Association of the United Brethren in Christ.

Article II—Object.

The object of this local society shall be to enlist the women of the church in the cause of missions, to lead them to personal consecration, to disseminate missionary knowledge, and to raise funds to help carry forward the home and the foreign work of the Women's Missionary Association, and to hold such funds sacred to objects designated by the association.

Article III—Membership.

1. Any woman or girl who is in sympathy with the object of the society may become an active member by the payment of ten cents per month, the yearly total to be divided as follows: $1.00 to general fund, 20 cents to branch contingent.

2. The society shall provide for all expenses connected with the work of the society through a local contingent fund.

3. Any child may become a member by the payment of five cents per month, and shall be reported as a junior member.

4. The payment of $10 at one time, or by installments within five years, shall constitute a life membership.*

The payment of $25 at one time, or by installments within five years, shall constitute a life directorship.*

The payment of $100 at one time, or by installments within five years, shall constitute a life patronship.*

The payment of $50 at one time, or by installments within five years, shall constitute a perpetual membership.*

5. Life patrons shall be full members of the board of managers; life directors shall be advisory members of the same. Life patrons and life directors shall be full members, and life members shall be advisory members of the branch within whose bounds they reside. These privileges are accorded only to those who pay annual dues. Perpetual members are memorial members whose names are perpetually enrolled in local and association records.

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*A certificate shall be given at the time of payment in full but this certificate shall not exempt from annual dues while member is living.

Article IV—Officers.

The officers of the local society shall consist of a president, a vice-president, a secretary, a treasurer, a stewardship secretary, a literature secretary, a thank-offering secretary, and two or more collectors who shall be elected by ballot at the annual meeting in March.

Article V—Executive Committee.

The officers of the society, chairmen of standing committees, and patroness of Otterbein Guild chapter, shall constitute the executive committee, whose duty it shall be to supervise and plan the work of the society. They shall endeavor to interest and enlist in the work every woman and girl in the church, and encourage missionary education among children.

Article VI—Duties of Officers.

1. The president shall preside at all meetings of the society and supervise its general interests. She shall be *ex officio* a member of every standing committee of the society, and present in writing a report of the work to each quarterly conference.

2. The vice-president shall cooperate with and aid the president in every possible way to carry out the plans of the society. She shall preside in the absence of the president or upon request.

3. The secretary shall preserve the historical records of the society. She shall keep a record of the proceedings of each meeting and the meetings of the executive committee. She shall keep a record of the names of the members, also a separate record of the names of the life members, life directors, life patrons, and perpetual members. She shall send quarterly reports to the branch secretary which shall reach her not later than June 20, September 20, December 20, and March 20, also the annual report not later than March 20. She shall present a report in writing to the local society at each quarterly business meeting, and an annual report at the business meeting in March.

4. The treasurer shall receive all funds of the society and transmit the same, except the local contingent, to the branch treasurer. She shall submit quarterly reports to the branch treasurer which shall reach her not later than June 20, September 20, December 20, and

March 20, also the annual report not later than March 20, when the books of the branch treasurer close. She shall present a report in writing to the local society at each quarterly business meeting, also an annual report at the business meeting in March. She shall present a report in writing to each quarterly conference. Her books shall be audited annually.

5. The stewardship secretary shall endeavor to carry out in the local society the plans suggested for this department. She shall emphasize tithing, Bible study, prayer groups, family worship, and use of the guide to prayer. She shall promote the circulation of stewardship literature.

She shall send quarterly reports to the branch secretary of the stewardship department, which shall reach her not later than June 20, September 20, December 20, March 20; also the annual report not later than March 20. She shall present a report in writing to the local society at each quarterly business meeting, and an annual report at the business meeting in March.

6. The secretary of literature shall seek to create and foster an interest in missions by means of missionary literature, pictures, etc. She shall select and purchase missionary literature during the year, secure the largest number of subscriptions possible to *The Evangel*, urge the use of a mission study course. She may be a member of the program committee.

She shall send quarterly reports to the branch secretary of literature which shall reach her not later than June 20, September 20, December 20, and March 20, also an annual report not later than March 20. She shall present a report in writing to the local society at each quarterly business meeting, and an annual report at the business meeting in March.

7. The thank-offering secretary shall endeavor to carry out in the local society the plans suggested for this department. She shall urge the use of the thank-offering boxes. She shall send a special report immediately following the thank-offering meeting in February and an annual report to the branch secretary of the thank-offering department, which shall reach her not later than March 20. She shall present a report in writing to the local society at each quarterly business meeting, and an annual report at the business meeting in March.

8. The collectors shall visit the women of the church, solicit members, collect monthly dues, also special funds. They shall work under the direction of the treasurer and shall pay all moneys to the treasurer before each quarterly business meeting. They shall present a report in writing at each quarterly business meeting.

Article VII—Meetings.

The local society shall hold meetings once a month. The quarterly business meetings shall be held in June, September, December, and March, at which time the reports of officers shall be heard and the business of the society transacted. Necessary items of business may be transacted at any meeting.

The annual meeting shall be in March, at which time the officers shall be elected by ballot. Following the election, three delegates (one of whom should be the president) and three alternates to the branch convention shall also be elected by ballot.

SECTION VI

BY-LAWS OF OTTERBEIN GUILD CHAPTER

Article I—Name.

This society shall be called the ———— Chapter of the Otterbein Guild of ———— Church, ———— Branch of the Women's Missionary Association of the Church of the United Brethren in Christ.

Article II—Object.

The object of the society shall be to enlist girls in the cause of missions, to lead them to personal consecration, to disseminate missionary knowledge, and to raise funds to be applied to any work undertaken by this division of the Women's Missionary Association, and to hold such funds sacred to objects designated by the Association.

Article III—Membership.

1. Any young unmarried girl who is in sympathy with the object of the chapter may become an active member by the payment of ten cents per month, the annual total to be divided as follows: one dollar to general fund, twenty cents to branch contingent.

2. The chapter shall provide for all expenses connected with the work of the chapter through a local contingent fund.

3. All members are invited to sign the covenant.

4. The payment of $10 at one time, or by installments within five years, shall constitute a life membership.*

The payment of $25 at one time, or by installments within five years, shall constitute a life directorship.*

The payment of $100 at one time, or by installments within five years, shall constitute a life patronship.*

The payment of $50 at one time, or by installments within five years, shall constitute a perpetual membership.*

5. Life patrons shall be full members of the board of managers, life directors shall be advisory members of the same. Life patrons and life directors shall be full members, and life members shall be advisory members of the branch within whose bounds they reside. These privileges are accorded only to those who pay annual dues. Perpetual members are memorial members whose names are perpetually enrolled in chapter and association records.

Article IV—Officers.

1. The officers of this society shall be a president, a vice-president, a secretary, a treasurer, a stewardship secretary, a literature secretary, a thank-offering secretary, and two or more collectors, who shall be elected by ballot at the annual meeting in March.

2. A counselor shall be elected by ballot at the annual meeting. She shall be a member of the local society if one exists, otherwise any missionary leader, and shall be an advisory member of the executive committee of the chapter.

Article V—Executive Committee.

The officers of the chapter and chairmen of standing committees shall constitute the executive committee, of which the counselor shall be an advisory member. The executive committee shall supervise and plan the work of the chapter, and shall endeavor to interest and en-

*A certificate shall be given at the time of payment in full, but this certificate shall not exempt from annual dues while member is living.

list all the girls and young women in the church in the work. The president shall be chairman of this committee.

Article VI—Duties of Officers.

1. The president shall preside at all meetings of the chapter and supervise its general interests. She shall be *ex officio* a member of all standing committees of the chapter, and shall present in writing a report to each quarterly conference.

2. The vice-president shall cooperate with and aid the president in every possible way to carry out the plans of the chapter. She shall preside in the absence of the president, or upon request. She may be a member of the program committee.

3. The secretary shall preserve the historical records of the chapter. She shall keep a record of the proceedings of each meeting and the meetings of the executive committee. She shall keep a record of the names of the members, also a separate record of the names of life members, life directors, life patrons, and perpetual members. She shall send quarterly reports to the branch secretary of the Otterbein Guild, which shall reach her not later than June 20, September 20, December 20, and March 20, also an annual report not later than March 20. She shall present a report in writing to the chapter at each quarterly business meeting and an annual report at the business meeting in March.

4. The treasurer shall receive all funds of the chapter and transmit the same, except the local contingent, to the branch treasurer. She shall submit quarterly reports to the branch treasurer, which shall reach her not later than June 20, September 20, December 20, and March 20, also an annual report not later than March 20, when the books of the branch treasurer close. She shall present a report in writing to the chapter at each quarterly business meeting and an annual report to the business meeting in March. She shall present a report in writing to each quarterly conference. Her books shall be audited annually.

5. The stewardship secretary shall endeavor to carry out in the chapter the plans suggested by this department. She shall emphasize tithing, Bible study, prayer

groups, family worship, and the use of the guide to prayer.

She shall promote the circulation of stewardship literature. She shall send quarterly reports to the branch secretary of the stewardship department, which shall reach her not later than June 20, September 20, December 20, March 20; also the annual report not later than March 20. She should present a report in writing to the chapter at each quarterly business meeting, and an annual report at the business meeting in March.

6. The literature secretary shall seek to create and foster an interest in missions by means of missionary literature, pictures, etc. She shall select, purchase and circulate missionary literature during the year, secure the largest number of subscriptions possible to *The Evangel*, urge the use of the Bible and mission study courses, and be a member of the program committee.

She shall send quarterly reports to the branch secretary of the literature department, which shall reach her not later than June 20, September 20, December 20, and March 20, and an annual report not later than March 20. She shall present a report in writing to the chapter at each quarterly business meeting and an annual report to the business meeting in March.

7. The thank-offering secretary shall endeavor to carry out in the chapter the plans suggested for this department. She shall urge the use of the thank-offering and love-offering boxes. She shall send special reports to the branch secretary of the thank-offering department immediately following the love-offering meeting in June and the thank-offering meeting in November, and an annual report which shall reach her not later than March 20. She shall present a report in writing to the chapter at each quarterly business meeting, and an annual report at the business meeting in March.

8. The collectors shall visit the girls and young women of the church, solicit members, collect monthly dues, also special funds. They shall work under the direction of the treasurer and shall pay all moneys to the treasurer before each quarterly business meeting. They shall present a report in writing at each quarterly business meeting.

Article VII—Meetings

The chapter shall hold its regular meeting once a month. The quarterly business meetings shall be held in June, September, December, and March, at which time the reports of the officers shall be heard and the business of the society transacted. Necessary items of business may be transacted at any meeting.

The annual meeting shall be held in March at which time the officers shall be elected by ballot. Following this election, two delegates (one of whom should be the president) and two alternates to the branch convention shall also be elected by ballot.

At this meeting, or at the Mothers' and Daughters' meeting, shall occur the formal transfer of the married girls from the chapter to the local.

CHAPTER XXII

Women's Aid Society

CONSTITUTION.

Article I—Organization

When at any time an opportunity presents itself for the organization of a sufficient number of women who are members or friends of the Church of the United Brethren in Christ, into a society for mutual aid in promoting the spiritual, intellectual, social, and financial interests of a congregation, the pastor or conference superintendent of the district shall proceed to organize them under this constitution.

Article II—Name.

This organization shall be known as the Women's Aid Society of the Church of the United Brethren in Christ at _____.

Article III—Membership.

Any woman who desires to become a member of this organization, may be granted such relationship by a majority vote of the members present at any regular meeting.

Article IV—Officers.

The officers of this society shall be a president, a vice-president, a secretary, and a treasurer, all of whom shall be members of the Church of the United Brethren in Christ. Their duties shall be those usually devolving upon such officers.

Article V—Elections.

The officers of this society shall be elected annually by ballot, at least thirty days before the sitting of the annual conference, and the officers-elect shall assume the duties of their offices at the first meeting of the society following the sessions of the annual conference at which time the secretary shall turn over to the secretary-elect all books and papers belonging to the society, and the treasurer shall make settlement with the society and turn over to the treasurer-elect all funds and records belonging to the society.

Article VI—Meetings.

This society shall meet once each month. Special meetings may be called by the president when deemed necessary. The meetings shall open and close with devotions and the business of the society shall be done according to the usages and Discipline of the Church of the United Brethren in Christ. The society should write the general Board of Christian Education, Dayton, Ohio, for suggestions for devotional exercises to be used in its meetings. Should both the president and vice-president be absent, the society shall elect a chair-woman pro tempore.

Article VII—Dues.

Each member of the society shall pay into the treasury of the same, the regular monthly dues agreed upon by the society. In case a member fails to pay dues for six months consecutively, her name may be erased from the membership roll of the society.

Article VIII—Finances.

All monies collected on dues or otherwise shall be used for the benefit of the local church or charge, or for benevolent purposes of the Church of the United Brethren in Christ, as the society may direct. All monies shall be turned over to the treasurer of the society who shall pay out the same as directed by the society, on orders signed by the president and secretary.

Article IX—Christian Visitation.

In order to promote Christian living among the families under its influence, the society may arrange to have all such families visited statedly, by dividing the homes into districts and one or more go to each home, look after the sick, invite persons to the various services of the church and report to the pastor all persons whose interests demand immediate attention. This work is not to be substituted for the visitation of the pastor and leaders, but is intended to aid them in their work.

CHAPTER XXIII

Historical Society.

Section I

GENERAL CONFERENCE APPROVAL.

1. The Historical Society of the Church of the United Brethren in Christ, located in Dayton, Ohio, having for its object the collecting and preserving of papers, records, books, and other materials bearing upon the history of the church, has the recognition of the General Conference.

Section II

CONSTITUTION.

Article I—Name.

The name of this society shall be the Historical Society of the Church of the United Brethren in Christ.

Article II—Object.

Its object shall be to collect and preserve information in connection with the rise and progress of the Church of the United Brethren in Christ; also, objects of curiosity and interest, in the form of manuscripts, books, pamphlets, medals, portraits, etc.

Article III—Location.

The business headquarters, the museum, and library of the society shall be located in Dayton, Ohio, and the board of managers shall be the board of trustees of Bonebrake Theological Seminary.

Article IV—Property.

All the property of the society, except its funds, shall be deposited in a room or rooms, provided for the purpose, and shall be open for the inspection of the society and others, under such restrictions and regulations as may be adopted by the board of managers; and in no case shall any article of any kind be removed from the museum or depository, except by order of the board of managers, and then only for a limited time. The depository shall contain, under the same restrictions and regulations, for the benefit of the society, a library, to be formed as rapidly as circumstances will permit.

Article V—Funds.

1. All funds, after necessary expenses are paid, shall be appropriated to the enlargement and preservation of the museum and library.

2. All bequests of money made to the society shall be funded under the direction of the board of managers, and the interest thereof used for ordinary expenses.

CHAPTER XXIV

Section I

Homes and Orphanages.

1. The Quincy United Brethren Orphanage and Home, located at Quincy, Franklin County, Pennsylvania; the Otterbein Home, located near Lebanon, Warren County, Ohio; the Colonel R. M. Baker Home, located at Otterbein, Los Angeles County, California, are recognized as sustaining well-defined relations to the Church as general institutions.

2. The territory which shall cooperate with the Quincy United Brethren Orphanage and Home shall comprise the conferences of the East Bishop's district; the conferences of the Pacific Bishop's district shall cooperate with the Colonel R. M. Baker Home at its request; all other territory shall cooperate with the Otterbein Home.

3. The General Conference shall elect trustees for the Quincy United Brethren Orphanage and Home and the Otterbein Home from their respective territories. The California Conference shall elect trustees for the Colonel R. M. Baker Home.

4. The boards of trustees shall adopt such plans and rules as may be necessary for the management of said institutions, provided such plans and rules as are in harmony with the Discipline of the Church.

5. It shall be the duty of the board of bishops to present the above interests to each of the respective annual conferences cooperating, and to urge a free-will offering at Christmas, or some other suitable time, each year, and to encourage solicitations of funds within the bounds of their districts.

6. In order to secure the best results from concentration, no similar institution may be established without the approval of the General Conference.

Section II

The Quincy United Brethren Orphanage and Home.

Note.—The Quincy United Brethren Orphanage and Home was incorporated August 15, 1902, under the laws of the State of Pennsylvania. According to its charter,

the governing body shall be a board of sixteen trustees, of which the Bishop of the district shall be the president by virtue of his office.

BY-LAWS.

Meetings.

1. (a) The board of trustees shall meet annually at the Orphanage at Quincy, Pennsylvania, on the first Wednesday before the first Thursday of June, at 10:30 A. M., Eastern standard time, and elect from its members a vice-president, a secretary, and a treasurer. The board shall also elect a superintendent, a matron, and such other officers as may be necessary, who may or may not be members of the corporation. The board shall fill vacancies, if any, in its own membership, fix the amount and approve the treasurer's bond, determine the salaries of the officers and transact such other business as shall properly come before it.

Special meetings of the board may be called as hereinafter provided. Nine members shall constitute a quorum.

(b) After the expiration of the present terms of the trustees elect, beside the bishop who represents the whole eastern bishop's district, the conferences shall be represented as follows: Allegheny conference, 3 trustees; Erie conference, 2 trustees; East Pennsylvania conference, 3 trustees; Pennsylvania conference, 4 trustees; Virginia conference, 2 trustees; West Virginia conference, 2 trustees.

Executive Committeee

2. The executive committee shall consist of seven persons: the vice-president, secretary, treasurer, and four other members of the board of trustees, elected at the regular annual meeting.

The duties of the executive committee shall be to transact the business of the institution during the interim of the meeting of the board of trustees, provided that no new building enterprises should be undertaken or new departments inaugurated unless ordered by the board of trustees.

It shall be empowered to make drafts upon the treasurer for necessary obligations incurred in the perform-

ance of its duties and shall report all its transactions to the board of trustees for its approval. Four members of the executive committee shall constitute a quorum.

The President

3. The president shall preside at all meetings of the board of trustees and shall subscribe their official acts and affix the corporate seal. He shall call special meetings of the board of trustees when requested by the executive committee. He shall annually appoint an auditing committee to audit the accounts of the superintendent and treasurer.

Vice-President

4. The vice-president shall perform all the duties of the president in his absence. He shall be the chairman of the executive committee and shall call special meetings when deemed necessary.

Secretary

5. The secretary shall keep a faithful record of the proceedings of the board of trustees and of the executive committee and shall attest their official acts. He shall execute all bequests and acknowledge releases before any persons having authority to take such acknowledgement.

Treasurer

6. The treasurer shall be the custodian of the funds of the corporation and shall pay out the same only upon order of the executive committee. He shall give bond for the faithful performance of his duties in such sum as the trustees shall direct. He shall make an annual report to the board of trustees and a monthly report to the executive committee, setting forth in detail the finances of the institution. His books and vouchers shall be subject to the examination of the auditing committee.

The Superintendent

7. The superintendent shall have the immediate care of the corporate property and the charge and direction of the institution, subject to the board of trustees and the executive committee. He shall be the

purchasing agent of the institution and in connection with the executive committee shall provide all necessaries for the institution.

He shall, when practicable, attend the sessions of the cooperating conferences in the interest of the institution and shall render them an annual statement of the condition of the institution. He shall keep a faithful account of all monies received and expended by him and shall report the same to the board of trustees and the executive committee. His books and vouchers shall be subject to the inspection of the auditing committee. He shall receive applications for admission to the institution for disposition by the executive committee. He shall have immediate care of the old people and the children of the Home and shall look after their physical, mental, and spiritual welfare.

The Field Agents

8. The field agent or agents shall make a careful canvas for funds, either cash, annuities or subscriptions, in behalf of the institution throughout the cooperating territory. He or they shall report monthly to the executive committee and to the trustees annually of persons canvassed, the number of conferences visited and the amount secured in cash, annuities and otherwise.

Order of Business

9. The order of business of the board of trustees shall be: (1) devotions; (2) calling the roll; (3) reading of minutes; (4) report of superintendent; (5) report of treasurer; (6) report of the field agent; (7) report and recommendations of the executive committee and other committees; (8) deferred business; (9) new business; (10) adjournment.

Admission of Children

10. Children shall be received into the Orphanage and Home between the ages of five and twelve years, until a nursery be established, and shall be retained until the age of eighteen years. None shall be debarred by reason of religious creed or church relationship. None, however, shall be admitted who shall be of unsound mind or suffering from a contagious disease, nor

any who are not full or half orphans, except by action of the board of trustees.

Admission of Aged Persons

11. Persons who are over sixty years of age who shall be recommended by the pastor and official board of the church of which they are members, and who comply with the terms of admission as per application and indenture, who bind themselves to keep their clothing, persons, and room in order, if able to do so; to observe the rules of the Home that may be enacted, acknowledging and submitting to the authority of the board of trustees in their interpretation of these; to be courteous and kind to their fellow-members, rendering all the aid in their power, whenever through sickness or infirmity it is required; and to be helpful according to their ability in the affairs of the household; their signatures to the rules and indenture in the presence of the superintendent, after he shall have read these to them, may then be admitted to the Home, subject to the provisions of the contract. The superintendent is hereby authorized to execute the indenture or contract on behalf of the Quincy United Brethren Orphanage and Home.

Furnishings

12. The furnishing of the Home shall be uniform, as far as possible, and all articles brought into the Home shall be the property thereof.

Regulations

13. Any member who is guilty of offenses against the laws, rules and regulations of the Home, or who upon admission to the Home is found to have made false statements, either by self, or witness, or in the application and recommendation for admission, may by resolution of the board of trustees, be dismissed from the Home, and in this event shall forfeit to the Home all money paid in, property, all claims against the corporation body, and the right to be admitted again to the exclusion of all legal rights.

Instruction

14. The children shall be instructed in the common school branches, the Bible, and in such arts and industries as may be best adapted to fit them for usefulness.

Incorrigibility

15. In case any child should prove incorrigible, the board of trustees or the executive committee shall notify the applicants for its admission or other near friend. If such near friend or applicant should refuse to take the child, it shall be sent to the house of correction or any other penal institution.

Dismissal

16. Upon the child's arrival at the age of eighteen years, the executive committee shall grant him an honorable dismissal from the institution; he shall be given a certificate as to his character, deportment, amount of work done and degree of proficiency in same. He shall further be supplied with such reasonable amount of clothing and money as in the judgment of the committee he shall need.

Amendments

17. The By-Laws may be amended and others may be adopted and amendments to the charter may be proposed at any regular meeting of the board of trustees, or at any special meeting called upon two weeks' notice to the members of the board of the time, place and purpose of the meeting.

Section III

The Otterbein Home.

CONSTITUTION.

Article I—Name.

The name and objects of this corporation shall be as stated in its articles of incorporation.

Article II—Management.

The management and control of this corporation shall be vested in a board of trustees consisting of fif-

teen members. The first board of trustees shall be elected by the incorporators of the society to serve until the twenty-sixth General Conference of the Church of the United Brethren in Christ, or until their successors are elected and qualified as herein provided.

At the twenty-sixth General Conference of the Church of the United Brethren in Christ, upon the ratification of the articles of incorporation and constitution hereof by the General Conference, the trustees shall be elected thereby in three classes, the terms of the trustees of the first class expiring when their successors are elected at the next General Conference thereafter, and the terms of those of the second class expiring when their successors are elected at the second General Conference thereafter, and the terms of those of the third class expiring when their successors are elected at the third General Conference thereafter. At each succeeding General Conference, successors to the trustees whose terms then expire shall be elected for terms of twelve years.

Article III—Officers and Duties.

The board of trustees shall elect a president, a vice-president, a secretary, a treasurer, a superintendent, a matron, a field secretary, and such other officers as from time to time may be deemed necessary, and shall determine their salaries. The president, vice-president, and secretary shall be selected from the members of the board.

The duties of the officers shall be those generally performed by such officers, but all shall be under the control and direction of the board of trustees or the executive committee.

Article IV—Executive Committee.

The board of trustees shall elect an executive committee consisting of seven members, a majority of whom shall be members of the board, which shall have all the powers of the board of trustees in the interim between meetings of the board in the conduct and control of the affairs and property of the corporation.

The executive committee shall appoint an advisory committee of not less than two from its own members, one of whom shall be the treasurer, for counsel with the

superintendent in matters of business and concerning the management of the institution and farm.

The executive committee shall select a farm committee or three or more successful farmers for counsel with the superintendent and executive committee in matters pertaining to the farm and dairy.

Article V—Finance

Such funds as may be required for petty cash expenses of the institution and farm shall be deposited in a bank in the name of the corporation, but shall be subject to check of the superintendent or treasurer.

All other funds shall be deposited in a bank in the name of the corporation, subject to check of the treasurer, to be used for operating expenses, and such funds as may not be needed for operating expenses shall be invested by the treasurer under direction of the executive committee until such time as needed for the uses of the corporation. All funds in the custody of the treasurer shall be paid out or withdrawn only on the order of the board of trustees or the executive committee.

The treasurer shall give bond for the faithful performance of his duties, said bond to be at least ten thousand dollars ($10,000.00) or as may be determined by the board of trustees or executive committee.

Article VI—Superintendent

The superintendent, under the direction and control of the executive committee, shall have the management of the institution and farm, and with the counsel and approval of the executive committee, shall employ such help as may be necessary to operate the same efficiently. He shall also meet with and submit to the executive committee from time to time such reports and recommendations concerning the institution and farm as may be required by the executive committee for its consideration and action. He shall submit a written report annually to the board of trustees regarding the various phases of the institution and farm.

Article VII—Matron

The matron shall assist the superintendent in the care of the old people, and in the care and supervision of

the children, supervision of housekeeping in the dormitory buildings, and perform such other duties as may be necessary and helpful in the management of the institution. She shall also submit reports from time to time to the executive committee, and annually to the board of trustees, concerning conditions in the inner life of the institution.

Article VIII—Meetings

The board of trustees shall fix the time and place of its meetings. At least eight members of the board shall be required as a quorum for the transaction of business.

Article IX—Amendments.

This constitution may be amended at any General Conference of the United Brethren in Christ upon a vote of two-thirds of the members present.

Article X—Vacancies.

It shall be the duty of the board of trustees to fill all vacancies in the board up to the sitting of the next General Conference.

CHAPTER XXV

Ministerial Pension and Annuity Plan.

Section I

MEMBERSHIP.

1. Membership in the Pension and Annuity Plan shall be limited to regularly ordained ministers and missionaries of the Church of the United Brethren in Christ. Continuous membership is compulsory for all ministers ordained after January 1, 1941 and for ordained ministers of other communions who unite with us. Membership is available to all ministers ordained before January 1, 1941, until January 1, 1945, after which time they shall not be eligible for membership.

2. There shall be two classes of members, contributory and non-contributory. Contributory members shall consist of those who make application for membership and who have not reached their sixty-sixth birthday prior to January 1, 1941. Non-contributory members shall consist of those who passed their sixty-sixth birthday prior to January 1, 1941.

3. No one who is eligible to join as a contributory member and who neglects to do so can receive the benefits of this Pension and Annuity Plan either as a disability or superannuation annuitant; provided, that anyone eligible for membership as a contributory member, who has passed his sixtieth birthday prior to January 1, 1941, and who has rendered at least thirty-five years of ordained service in the Church of the United Brethren in Christ prior to January 1, 1941, may have the option of joining the Pension and Annuity Plan either as a contributory or non-contributory member.

4. Applications for membership shall be filed with the manager of the Pension and Annuity Plan, and must give the date of birth of applicant, complete record of service in the Church of the United Brethren in Christ, and such other information as may be required. A certificate of membership will be issued to each applicant who meets the requirements of membership either as a contributory or a non-contributory member.

Section II

MANAGEMENT.

1. The management of this Pension and Annuity Plan shall be vested in a board to be designated by the General Conference of the Church of the United Brethren in Christ. The employment of a manager and such other help as may be necessary for the administration of this Pension and Annuity Plan, shall be under the direction of said board. This board shall have charge of the investment of the funds of the Pension and Annuity Plan subject, however, to the restriction that the funds may be invested in such securities that are legal for the investment of bank funds of national banks under the control of the Federal System of the United States of America. This board, may, from time to time, adopt such rules and regulations as may be necessary for the administration of the Pension and Annuity Plan, and it shall have full authority to interpret the provisions of the plan, and to settle questions of doubt as to the eligibility of any individual for membership in the Pension and Annuity Plan.

Section III

FUNDS.

1. The general church treasurer of the Church of the United Brethren in Christ shall be treasurer of the Pension and Annuity Plan.

2. The funds of the Pension and Annuity Plan shall consist of the contributory members' annuity fund and the church service annuity fund.

3. The contributory members' annuity fund shall consist of the contributions of contributory members. The amount which each contributory member will be required to pay annually shall be actuarily computed and shall be sufficient to pay an annuity of $100.00 to each contributory member who reaches the age of sixty-eight years. Payments to the contributory members' annuity fund shall cease when the contributor reaches sixty-six years of age, unless said contributor has been granted a disability annuity before that age, in which case the contributor shall cease his payments from the date his disability annuity begins.

4. The church service annuity fund shall consist of the special gifts, bequests, and contributions of churches, organizations, and individuals as shall be given in the future for the support of the Pension and Annuity Plan of the Church of the United Brethren in Christ. The income only of the church service annuity fund, with the amount allotted to the pension fund in the general benevolence budget by the Board of Administration, shall be used for the payment of annuities.

Section IV

SUPERANNUATION ANNUITIES.

1. The maximum superannuation annuity which a non-contributory member can receive is $400.00, all of which will be paid from the church service annuity fund. The maximum superannuation annuity which a contributory member can receive is $500.00, $100.00 of which will be paid from the contributory members' annuity fund and $400.00 from the church service annuity fund. The superannuation annuity of $100.00 which a contributory member will receive from the contributory members' annuity fund is an assured annuity, since the payments of contributory members to this fund have been actuarily computed so as to provide an annuity of $100.00 to each contributory member who reaches the age of sixty-eight years. Until the church service annuity fund earns an income large enough to provide the maximum annuity of $400.00 to be paid from this fund, each beneficiary of the church service annuity fund shall receive his pro rata share.

2. The method of computing the amount of the superannuation annuities shall be as follows: A non-contributory member sixty-eight years of age or older, who has been in active service in the Church of the United Brethren in Christ at least thirty years, and who has been regularly retired by his annual conference, shall receive from the church service annuity fund an annuity of $400.00 or his pro rata share thereof. A non-contributory member sixty-eight years of age or older who has had less than thirty years of service in the Church of the United Brethren in Christ, and who has been regularly retired by his annual conference, shall receive from the church service annuity fund an annuity of

$100.00 or his pro rata share thereof, with $10.00 additional for each year of service.

3. A contributory member sixty-eight years of age or older and who has been regularly retired by his annual conference shall receive from the church service annuity fund an annuity under the same conditions governing the annuities paid non-contributory members from this fund, and in addition a contributory member shall receive from the contributory members' annuity fund an annuity of $100.00.

4. In computing the amount to which a pensioner is entitled full credit shall be given for his extra-pastoral ordained service in the annual conferences, in the general work of the Church, and in all institutions operating under the control of the annual conferences and the Church.

Section V

DISABILITY ANNUITIES.

1. In order to be eligible to receive a disability annuity a member must present satisfactory evidence to the board that he is mentally or physically incapacitated for the performance of the duties of his position. Such incapacitation must be serious enough to be regarded as permanent. Should his disability later prove to be temporary and not permanent, the member may, upon the restoration of his health resume his payments to the contributory members' annuity fund and the benefits which he received during his temporary disability shall not reduce or in any way impair the benefits which will come to him in the future.

2. Any member who is receiving a disability annuity shall not be eligible to receive the increased amount prescribed for the superannuation annuity upon reaching the age of sixty-eight years, but such member shall continue to receive the disability annuity only with such increase as shall come to the disability annuitants with the growth of the income from the church service annuity fund.

3. The method of computing the amount of the disability annuities shall be as follows: Upon the presentation of satisfactory evidence of eligibility to receive a disability annuity a member under sixty-eight years of

age and having rendered at least five years of service shall receive a disability annuity of $100.00 and $10.00 for each additional year of service, providing such annuity shall not exceed $400.00.

4. All of the disability annuity of a non-contributory member shall be paid from the church service annuity fund. One-fifth of the disability annuity of a contributory member shall be paid from the contributory members' annuity fund and four-fifths from the church service annuity fund. Until the income of the church service annuity fund is large enough to pay the maximum disability annuities, each disability annuitant shall receive his pro rata share.

Section VI

DEATH PROVISIONS.

1. Upon the death of a superannuation or disability annuitant there shall be paid to his widow, who served with him as his wife in joint service during the active years of his ministry, so long as she lives and remains unmarried, an annuity equal to one-half the amount her husband received with $100.00 annually in addition for each child under sixteen years of age, providing such annuity for widow and minor children shall not exceed $500.00. If she did not share in her husband's service for the full years of his active ministry, she shall receive her pro rata share for the number of years she served with him.

2. Upon the death of a member who has not yet become either a superannuation or disability annuitant, there shall be paid to his widow, who served with him as his wife in joint service during the years of his active ministry, as long as she lives and remains unmarried, an annuity equal to one-half the disability annuity to which the member would have been entitled for disability with $100.00 annually in addition for each child under sixteen years of age, providing such annuity for widow and minor children shall not exceed $500.00. If she did not share in her husband's service for the full years of his active ministry, she shall receive her pro rata share for the number of years she served with him.

3. Upon the death of a member who leaves no widow but who leaves children under eighteen years of age,

the annuity to which the widow would have been entitled, combined with the additional annuity on account of minor children, will be equally divided among the children, the share of each child ceasing when the child reaches the age of eighteen years.

4. In case of the death of a widow who had been receiving an annuity and who is survived by children under eighteen years of age, the amount of her annuity shall be divided equally among the minor children, the share of each child ceasing when the child reaches the age of eighteen years.

5. All of the annuities paid on account of widows and minor children of non-contributory members shall be paid from the church service annuity fund. One-fifth of the annuities paid on account of widows and minor children of contributory members shall be paid from the contributory members' annuity fund and four-fifths from the church service annuity fund.

Section VII

RATES OF PAYMENT FOR CONTRIBUTORY MEMBERS.

1. The amount of the annual payment of a contributory member to the contributory members' annuity fund is determined by his age at the time he becomes a contributor and remains constant. The following schedule of payments has been prepared so as to provide for the payment of $100.00 annually to each contributory member after he reaches sixty-eight years of age. This annuity of $100.00 will be paid to contributory members in addition to the annuity of $400.00 that will be provided for by the church service annuity fund. All payments by members cease at the age of sixty-six years or earlier in case of disability.

Age	*Quarterly*	*Semi-Annual*	*Annual*
21	$4.96	$9.84	$19.40
22	4.98	9.88	19.48
23	5.00	9.93	19.57
24	5.02	9.97	19.66
25	5.05	10.02	19.75
26	5.07	10.07	19.84
27	5.17	10.26	20.22
28	5.28	10.49	20.68
29	5.42	10.76	21.21

30	5.57	11.06	21.80
31	5.74	11.40	22.47
32	5.83	11.78	23.22
33	6.11	12.13	23.91
34	6.36	12.62	24.88
35	6.60	13.11	25.84
36	6.87	13.64	26.89
37	7.16	14.22	28.02
38	7.48	14.84	29.26
39	7.81	15.51	30.58
40	8.19	16.26	32.05
41	8.59	17.06	33.63
42	9.06	17.99	35.46
43	9.52	18.89	37.24
44	10.04	19.93	39.30
45	10.62	21.08	41.56
46	11.26	22.35	44.07
47	11.97	23.76	46.85
48	12.77	25.35	49.97
49	13.64	27.07	53.37
50	14.63	29.04	57.25
51	15.75	31.27	61.64
52	17.03	33.80	66.65
53	18.50	36.72	72.40
54	20.21	40.12	79.10
55	22.22	44.12	87.00

Anyone entering the Pension and Annuity Plan between the ages of fifty-five and sixty-six will pay annually the regular rate as at age fifty-five, but to the first payment must be added back payments with interest at 3 percent for his years beyond age fifty-five.

For example, at 56 he would pay for the current year $87.00; one back payment $87.00; and interest on $87.00 for one year $2.61; total $176.61.

Entering at 57; $87.00; two back payments $174.00; and interest on $87.00 for one and two years respectively $2.61 and $5.22; total $268.83.

Entering at 58; $87; three back payments $261.00; and interest on $87.00 for one, two and three years respectively $2.61, $5.22 and $7.83; total $363.66.

Entering at 59; $87.00; four back payments $348.00; and interest on $87.00 for one, two, three and four years respectively; total $461.10.

Entering at 60; $87.00; five back payments $435.00;

and interest on $87.00 for one, two, three, four and five years respectively; total $561.15.

Entering at 61; $87.00; six back payments $522.00 and interest on $87.00 for one, two, three, four, five and six years respectively; total $663.81.

Entering at 62; $87.00; seven back payments $609.00 and interest on $87.00 for one, two, three, four, five, six and seven years respectively; total $769.08.

Entering at 63; $87.00; eight back payments $696.00 and interest; total $876.96.

Entering at 64; $87.00; nine back payments $783.00 and interest; total $987.45.

Entering at 65; $87.00; ten back payments $870.00 and interest; total $1100.55.

2. Anyone entering the Pension and Annuity Plan between the ages of fifty-five and sixty-six years who is unable to pay the back payments required at the age of entrance, may pay, and shall continue to pay, the regular annual payment of $87.00. Upon retirement either for disability or superannuation such person shall receive one-half of the regular disability or superannuation annuity which would otherwise be paid. This one-half regular disability or superannuation annuity will be paid only until the unpaid back payments of the member, with interest at 3 percent, have been made up, after which the regular full disability or superannuation annuity will be paid.

3. The payments of contributory members are payable annually in advance at the office of the treasurer on each anniversary date of the certificate of membership, but they may be paid in semi-annual or quarterly installments.

4. Sixty days grace without interest, shall be granted for each payment of dues or installment of dues during which time the privileges and benefits of membership shall continue in force.

5. If death or disability occurs within the days of grace the unpaid portion of the member's dues for the current year shall be deducted from the current annuity payments.

6. In case a member becomes delinquent in the payment of his dues he may be reinstated on condition that the board approves his application for reinstatement

and he complies with one of the following options: (a) by paying all arrearages of dues with interest at three per cent compounded annually and continues the annual premium rate until his 66th birthday; or (b) by the payment of the regular annual rate for the age at which he makes application for reinstatement.

7. Anyone who believes himself unable to pay the full rate may join the Pension and Annuity Plan:

(a) By electing to pay one-half of the full rate and receive accordingly the proportionate one-half interest in the annuity benefits. These one-half annuity benefits shall be one-half of the annuity benefits which the member secures from the contributory members' annuity fund plus one-half of the annuity benefits which come from the church service annuity fund.

(b) Anyone who joins the Pension and Annuity Plan at the half-rate payment may advance at any time to the full-rate payment and thus secure the full annuity benefits by paying the rate for the age at which the application for the full rate is made. The member will thus be entitled to the full annuity benefits of the Pension and Annuity Plan, but he will pay one-half of the rate for the age when he joins the plan and one-half of the rate for the age when he made application for full benefits. For example: A member applying for admission to the Pension and Annuity Plan at the one-half rate at 25 years of age would pay one-half of the 25-year rate, which is $9.88. If fifteen years later at the age of 40 he should apply for the full rate payment, he would increase his payment by one-half of the full 40-year-age rate, which is $16.03. This would make his total payment $9.88 plus $16.03 or $25.91 which is larger than the full 25-year rate and smaller than the full 40-year rate.

Section VIII

WITHDRAWALS.

1. Should a member leave the service of the Church of the United Brethren in Christ or engage in an occupation that would disqualify him for membership in the Pension and Annuity Plan, his membership shall automatically cease and upon the surrender of his certificate of membership his payments to the contributory mem-

bers' annuity fund, less the amount of any disability annuity which he may have received, shall be returned to him.

2. Should a member withdraw from the Pension and Annuity Plan for any reason other than ineligibility to continue as a member, and surrender his certificate of membership, his payments to the contributory members' annuity fund, less the amount of any disability annuity which he may have received, shall be returned to him.

3. A member who has withdrawn from the Pension and Annuity Plan may again become a member on condition that the board approves his application for the renewal of his membership. The rate of payment of one who thus renews his membership shall be determined by his age when he renews his membership. In no case may a contributory member who has withdrawn from the plan be permitted to join later as a non-contributory member.

PART VI.

Boundaries

CHAPTER XXVI

Bishops' Districts

I East District.

Allegheny, East Pennsylvania, Erie, Florida, Pennsylvania, Virginia, and West Virginia.

II Central District.

East Ohio, Miami, Sandusky, Southeast Ohio, and Tennessee.

III Northwest District.

Indiana, Michigan, Minnesota, Illinois, St. Joseph, White River, and Wisconsin.

IV Southwest District.

Colorado-New Mexico, Iowa, Kansas, Missouri, Nebraska, and Oklahoma.

V Pacific District.

California, Montana and Oregon.

Foreign Mission Conferences

China, Japan, Philippines, West Africa, and Porto Rico.

CHAPTER XXVII

Annual Conferences.

Section I

DOMESTIC CONFERENCES.

The boundaries of the conferences shall be as follows:

Allegheny.

1. Beginning at the southwest corner of Mercer county, Pennsylvania; thence along the southern boundary lines of Mercer and Venango counties to Clarion county; thence north along the eastern boundary line of Venango county to Warren, McKean, and Potter counties; thence north along the eastern boundary line of Potter county to the New York State line; thence east along the State line between New York and Pennsylvania to the north branch of the Susquehanna River; thence south along the west shore of said river to the junction of the Susquehanna and Juniata rivers; thence northwest along the Juniata River to the Tuscarora Mountains; thence south along the crest of said mountains to the State of Maryland; thence westward along the south line of the State of Pennsylvania to the southwest corner of the State; thence north along the western border line of the State to the place of beginning.

California.

2. California conference embraces all of the State of California.

Colorado-New Mexico

3. Colorado-New Mexico conference embraces all of the States of Colorado, New Mexico, Wyoming, Utah.

East Ohio.

4. Beginning at the northeast corner of the State of Ohio; thence south along the State line and the Ohio River to Marietta; thence up the Muskingum River to the north line of Muskingum county; thence west along the north line of Muskingum and Licking counties to the point where the Baltimore and Ohio railroad inter-

sects the north line of Licking county; thence north along the Baltimore and Ohio railroad to Mt. Vernon; thence north along the eastern boundary of Sandusky conference to Sandusky, Ohio; thence eastward along Lake Erie to the place of beginning; provided that the city of Mansfield shall belong to East Ohio conference.

East Pennsylvania.

5. Beginning at the northeast boundary of the State of New Jersey on the Atlantic Coast; thence along the said boundary line and the Delaware River to the northern boundary of Pennsylvania; thence westward along said boundary to the north branch of the Susquehanna River; thence along said river to the junction of the north and west branches of the Susquehanna River; thence southward along the east shore of the Susquehanna River and the Chesapeake Bay to the Atlantic Ocean; thence northward along the Atlantic Coast to the place of beginning. Said conference shall be the legal successor of Eastern conference and East Pennsylvania conference.

Erie.

6. Beginning on the shore of Lake Erie, at the northwest corner of the State of Pennsylvania; thence south along the State line between Ohio and Pennsylvania to the southwest corner of Mercer county, Pennsylvania; thence east with the line as described in the bounding of Allegheny conference to the New York State line, and including the State of New York and all that part of Pennsylvania embraced within the above-described limits; provided, that Orangeville circuit be included in Erie conference.

Florida.

7. Florida conference embraces all of the States of Florida and Georgia.

Illinois.

8. Illinois conference embraces all of the State of Illinois, and becomes the legal successor to the Northern Illinois and Lower Wabash conferences, as constituted prior to their union under an enabling act passed by the General Conference of 1917.

Indiana.

9. Indiana conference shall embrace all the territory in Indiana south of the following line: Beginning at the northwest corner of Sullivan county, thence due east to the west boundary of Bartholomew county; thence southeast to Columbus; thence eastward by way of Big Four Railroad to Greensburg, thence southeast by said railroad to the southwest corner of Franklin county; thence east along said county line to the Ohio State line; provided, that Lewis church in Vigo county, Briley and Middlebury churches in Clay county, and Beech in Owen county shall belong to Indiana conference, and Columbus charge shall belong to White River Conference. See also Tennessee conference.

Iowa.

10. Iowa conference embraces all of the State of Iowa.

Kansas.

11. Kansas conference embraces all of the State of Kansas.

Miami.

12. Beginning at the mouth of the Great Miami River; thence north along the western boundary of the State of Ohio, to the northwest corner of Darke county, Ohio; thence eastward along the Sandusky conference line to Sidney, Ohio; thence to the east line of Champaign county, Ohio; thence southwest along the east line of the counties of Champaign, Clark and Greene to the north line of Clinton county; thence west on the north line of Clinton county to the northeast corner of Warren county; thence south on the east line of Warren and Clermont counties to the Ohio River; thence down the Ohio River to the place of beginning; provided, that the cities of Newport and Covington, in the State of Kentucky, and the Rockdale church, in the State of Indiana, shall belong to the Miami conference.

Michigan.

13. Michigan conference embraces all of the State of Michigan.

Minnesota.

14. Minnesota conference embraces all of the State of Minnesota.

Missouri.

15. Missouri conference embraces all of the State of Missouri, and for administrative purposes any organized work in Louisiana and Arkansas.

Montana.

16. Montana conference embraces the entire state of Montana, and that part of North Dakota which lies south and west of the Missouri River.

Nebraska.

17. Nebraska conference embraces all of the States of Nebraska and South Dakota.

Oklahoma.

18. Oklahoma conference embraces all of the State of Oklahoma.

Oregon.

19. Oregon conference embraces all of the States of Oregon, Washington and Idaho.

Pennsylvania.

20. Beginning at the mouth of Juniata River; thence along said river westward to the crest of the Tuscarora Mountains; thence southward along the crest of said mountains to the State of Maryland; thence westward along the Pennsylvania and Maryland State lines to the northwest corner of Washington county, Maryland; thence southward along the western boundary of said county to the Potomac River; thence along said river to the Chesapeake Bay; thence eastward along the coast to the mouth of the Susquehanna River; thence northward along said river to the place of beginning. Provided that Saint James church of Big Pool, Maryland, shall belong to Pennsylvania conference.

St. Joseph.

21. St. Joseph conference embraces all territory north of the following-described line: Beginning at the southwest corner of Warren county, Indiana; thence east on said county line to the Wabash River; thence up said river to Tippecanoe county line; thence south to the Montgomery county line; thence east on said county

line to Hamilton county; thence north to Howard county; thence east on Howard county line to Grant county; thence north on Grant county line to Wabash county; thence west and north on Wabash county line to the Wabash River; thence along the Wabash River to the Ohio State line; provided, that Howard Chapel and Independence shall belong to White River conference.

Sandusky.

22. Beginning at Sandusky, Ohio; thence south along the Baltimore and Ohio Railroad to Mt. Vernon; thence west on a straight line to Sidney; thence west on a straight line to the northeast corner of Darke county; thence west to the west line of the State of Ohio; thence north along the State line to the northwest corner of the State of Ohio; thence east to Sandusky, the place of beginning; provided that Sidney, Bellville, Shelby, and Willard shall belong to Sandusky conference.

Southeast Ohio.

23. Beginning at Mt. Vernon, Ohio; thence along boundary line of East Ohio conference in a southeasterly direction to Marietta; thence down the Ohio River to the east line of Clermont county; thence northward on the east line of the counties of Clermont, Warren, Greene, Clark, and Champaign to the south line of Sandusky conference; thence eastward along said line to Mt. Vernon, the place of beginning.

Tennessee.

24. Tennessee conference embraces all of the State of Tennessee, that portion of Alabama contiguous thereto, and all of the State of Kentucky, except that portion along the Ohio River contiguous to the State of Indiana and now being operated by the Indiana conference; provided, that the cities of Newport and Covington in Kentucky shall belong to Miami conference. Tennessee conference shall be the legal successor to the former East Tennessee, West Tennessee, and Kentucky conferences.

Virginia.

25. The Virginia conference embraces the State of Virginia except the counties of Lee, Scott and Washing-

ton; also that part of West Virginia lying east of the west boundary lines of the counties of Grant and Pendleton of said State; also Allegheny county, Maryland, and that part of Garrett county, Maryland, lying east of the boundary of West Virginia conference; provided, that Swanton and Bethlehem churches shall belong to West Virginia conference, and Saint James church of Big Pool, Maryland, shall belong to Pennsylvania conference.

West Virginia.

26. Beginning with the summit of the Allegheny Mountains at the line between Pennsylvania and Maryland; thence along the summit of said mountains southwest to the Grant county line; thence along the west line of said county to Pendleton county; thence along the west line of said county to the Virginia State line; thence along the State line to the Kentucky State line; thence north to the Ohio River; thence with said river to the Pennsylvania State line; thence east on said line to the place of beginning. See also Virginia conference.

White River.

27. White River conference embraces all the territory in the State of Indiana lying between Indiana conference and St. Joseph conference, as defined under those heads. For exception see Miami conference.

Wisconsin.

28. Wisconsin conference embraces all of the State of Wisconsin.

SECTION II

FOREIGN CONFERENCES.

China.

The China Foreign Mission conference embraces the territory occupied by the United Brethren missions in Southern China, with Canton as headquarters; and is represented by the Kwangtung Divisional Council, Church of Christ in China, with which national movement our conference was legally united by action of the General Conference which convened at Lancaster, Pennsylvania, May, 1929.

Japan.

The Japan Foreign Mission conference embraces the territory occupied by the United Brethren missions in the central portion of Japan, with Tokyo as headquarters.

Philippines.

The Philippine Foreign Mission conference embraces the territory occupied by the United Brethren missions in Union Province and portions of adjacent sub-provinces, Philippine Islands; and is represented by the Northern Luzon conference of the United Evangelical Church of the Philippines, with which national movement our conference was legally united by action of the General Conference which convened at Lancaster, Pennsylvania, in May, 1929.

Porto Rico.

The Porto Rico Foreign Mission conference embraces the territory occupied by the United Brethren missions in the Ponce District, Porto Rico, and is represented by the annual assembly of the Evangelical Church of Porto Rico, with which insular movement our conference was legally united by action of the General Conference of 1933.

West Africa.

The West Africa Foreign Mission conference embraces the territory occupied by the United Brethren missions in Sierra Leone, West Africa.

PART VII

Formulas and Forms

CHAPTER XXVIII

FORMULAS.

SECTION I

RECEPTION OF MEMBERS.

When at any church service there are persons who desire to unite with the church, either on confession of faith or by letter, the officiating minister shall call the applicants forward and shall announce their names to the congregation. Those having letters need reply to questions 4 and 5 only. Addressing the applicants he shall say:

DEARLY BELOVED: Inasmuch as you present yourselves [or yourself] for admission into the Church of the United Brethren in Christ, we rejoice with you that through the grace of God you have been brought to a knowledge of the truth and have been made partakers [or partaker] of his great salvation. The privileges you seek are above price, and the duties enjoined are sacred. It is proper that you publicly confess your faith and avow your purpose by answering the following questions:

(1) Do you believe the Bible to be the Word of God, and that therein only is revealed the way of salvation, and do you take this Word to be your rule of faith and conduct? If so, answer, "I do."

(2) Do you believe that Jesus Christ is the Son of God, and do you accept him as your personal Savior? If so, answer, "I do."

(3) Are you determined by the grace of God to follow Christ, renouncing the world and all ungodliness, seeking to lead a life of holiness and devotion to God and his cause? If so, answer, "I am."

(4) Are you willing to be governed by our church rules as laid down in the Discipline, and will you attend the various means of grace and the services of the church whenever practicable? If so, answer, "I will."

(5) Will you prayerfully study to know your duty as a Christian steward, and will you contribute of your means to the support of the local church and the benevolent interests of the church as God prospers you? If so, answer, "I will."

(6) Have you been baptized?

[If the answer to this question be in the negative, the applicant shall be instructed to attend to the duty as soon as practicable.]

If the above questions are answered in the affirmative, and no lawful objections be made by any member, then the minister shall give his right hand to such persons (or person) and shall say: As an officer of this church it gives me pleasure to receive you into its fellowship.

Then the members of the church shall be asked to stand, and the minister shall repeat the following covenant:

Will you, the members of the Church of the United Brethren in Christ, enter into a covenant with these applicants [or this applicant] for membership, and promise to watch over, instruct, counsel, and cherish them [or him or her] with all long-suffering, gentleness, and love? If so, answer, "By the grace of God we will."

Prayer by minister.

The hand of fellowship may then be extended by the members. The minister shall register the names of the accepted members in the church record.

Section II

RECEPTION OF CHILDREN TO CHURCH MEMBERSHIP

(Under twelve years of age)

The baptismal vows shall be taken, and the ordinance administered at a special service prior to the reception service when the vows of church membership are taken.

After the minister previously shall have formed the children into a class, and shall have instructed them in the important truths of the Christian religion and in the rules of the Church, at the reception service the names of the children to be received shall be read, and while the organ is played softly the children shall appear before the altar.

Then shall the minister, addressing the congregation, say:

Dearly beloved, this should be a time of joy and thanksgiving to the parents and teachers of these children who are now standing at the portals of the Church declaring their faith in their Savior, and waiting to take upon themselves the vows preparatory to entering upon the duties and privileges of the membership of the Church. Before they assume these required vows, let us invoke on their behalf the divine blessing.

All kneeling, the minister shall pray as follows:

Eternal Father, in whose fellowship there is safety and happiness, we thank Thee that thou hast appointed unto children a place in thy Kingdom, and through thy well beloved Son didst give them thy blessing. Accept our hearty thanks for the children thou hast committed to our love and care. Let thy blessing rest upon these, thy children, whom thou hast graciously inclined to thy service, and to the fellowship of thy people. As they grow in years, may they also grow in strength and beauty of character. May they be faithful as servants in thy Kingdom on earth; and finally reign with Thee in thy Kingdom above, through Jesus Christ our Lord. Amen.

The members of the church, now standing, the minister shall repeat the following covenant:

Will you, the members of this church, enter into covenant with these children, who now confess their faith in Christ as Savior and Lord, and take upon themselves the vows of the Church, to watch over, instruct, counsel, and cherish them with love, thoughtfulness, and patience? If so, answer, "We will."

Then shall the minister address the children, saying:

Dearly beloved, we rejoice, that in the grace of God he has brought you to this place, and by his spirit confirmed you in your purpose to serve him and to live in the fellowship of his church. It is needful now that you should declare your faith and purpose in the presence of this congregation by answering the following questions:

Do you with your whole heart accept Jesus Christ as your personal Savior, to love and trust and obey Him all the days of your life? If so, answer, "I do."

Trusting in the Lord Jesus Christ for help, do you

promise Him that you will strive to do whatever he would like to have you do; that you will be faithful in the practice of prayer and in the reading of the Bible, and that just as far as you know how you will try to lead a Christian life? If so, answer, "I do so promise."

Will you be loyal to the Church of the United Brethren in Christ, and uphold it by your prayer, your presence, your gifts and your service? If so, answer, "I will."

Then the candidate kneeling, the minister shall pray:

Defend, O Lord, these thy children with thy heavenly grace, that they may continue thine forever, and daily increase in thy Holy Spirit more and more, until they come into thy everlasting kingdom. Amen.

The minister will then extend the right hand of fellowship, saying to the candidates:

We rejoice to recognize you as members of the Church of Christ, and we bid you welcome to all its rights and privileges. In token of our mutual love we extend to you the right hand of fellowship, and pray that you may be useful members of the church while you live, and be numbered with the saints in glory everlasting.

Section III

BAPTISM OF ADULTS.

When the applicants (or applicant) on call of the minister, have presented themselves (himself or herself) before him, the minister shall say:

Our Lord commanded his apostles, saying "Go ye therefore, and make disciples of all the nations, baptizing them into the name of the Father and of the Son and of the Holy Spirit" (Matt. 28:19). On the day of Pentecost, the multitude, under the preaching of the Word, "were pricked in their heart, and said unto Peter and the rest of the apostles, Brethren, what shall we do? And Peter said unto them, Repent ye, and be baptized every one of you in the name of Jesus Christ unto the remission of your sins, and ye shall receive the gift of the Holy Spirit" (Acts 2:37, 38).

Philip, the evangelist, went down to the city of Samaria, and preached Christ to the people. And "when they believed Philip preaching good tidings concerning

the kingdom of God and the name of Jesus Christ, they were baptized, both men and women" (Acts 8:12).

Dearly beloved, it has pleased God, in his infinite mercy, to awaken you to a sense of your guilt and danger, and to lead you, as we humbly trust, to repentance and faith in our Lord Jesus Christ. By presenting yourselves [or yourself] for this holy sacrament, you declare your purpose to lead a new life, and to seek an inheritance with the righteous in the "house not made with hands, eternal in the heavens."

Do you now solemnly consecrate yourselves [yourself] to Christ and his service; and will you endeavor henceforth to keep God's holy commandments and to walk in the same all the days of your life? If so, answer, "I will endeavor so to do, the Lord being my helper."

The minister shall then baptize the candidate, repeating in each case his (or her) name and saying,

I baptize thee in the name of the Father and of the Son and of the Holy Spirit, Amen.

The service shall be concluded with a short prayer and benediction.

Section IV

BAPTISM OF CHILDREN

(*From Nine to Twelve Years*)

This service is appointed for the baptism of children who have already received the grace of God in a definite acceptance of the Lord Jesus Christ as their Savior, and who have been duly instructed in the meaning of the Christian life.

Hymn. "By Cool Siloam's Shady Rill."

This hymn, or some other appropriate one, may be sung as the candidates present themselves before the minister at the chancel of the church. The minister shall then say:

Hear ye the words from the Holy Bible: The mercy of the Lord is from everlasting to everlasting upon them that fear him, and his righteousness unto children's children. He will feed his flock like a shepherd, he will gather the lambs in his arm and carry them in his bosom. For unto you is the promise and to your children, and to all that are afar off. Then cometh Jesus from Galilee to the Jordan, unto John, to be baptized of

him. But John would have hindered him, saying, I have need to be baptized of thee, and comest thou to me? But Jesus answering, said unto him, Suffer it now: for thus it becometh us to fulfill all righteousness. Then he suffered him. And Jesus when he was baptized, went up straightway from the water: and lo, the heavens were opened unto him, and he saw the Spirit of God descending as a dove, and coming upon him. And Jesus said of little children, To such belongeth the kingdom of God. Verily I say unto you, Whosoever shall not receive the kingdom of God as a little child, he shall in no wise enter therein.

Dearly Beloved: I now welcome you as you come here to enter this sacrament of cleansing and divine fellowship unto eternal life. The sacrament of baptism is the outward and visible sign of an inward and spiritual grace. It signifies the entrance into a new life of fellowship with Jesus Christ and the saints of God. By receiving baptism, you confess repentance toward God and faith in Christ unto salvation. You also confess that you love God sincerely and supremely and that you will be true and faithful disciples as long as you live. I admonish you that you continue in the faith and the consecration of your life to God and his church. As you are baptized with water, so may you also be baptized with the Holy Spirit.

Let us pray.

O Christ of God, and Savior of all mankind. Thy love for us is wonderful and everlasting. Having loved his own, he loved them unto the end. Help us to love thee with a love like that. We give glory to thee, O Lord God, for these children who have sought thee early and found thee as the Savior and Shepherd of their souls. We bring them now to thee, and pray for them, that through the renewing of the Holy Spirit in holy baptism they may become thy true disciples and ever witness a good confession. May they continue steadfast in faith, joyful through hope and always rooted in love. Grant that they may evermore be kept in purity and faithfulness, and have their inheritance in that eternal kingdom which thou hast promised. Through Jesus Christ our Lord. Amen.

The minister shall then say to the children to be baptized:

Dearly Beloved: We greatly rejoice with you that the grace of God has brought you to this confession of faith in him, and that you now desire to be his disciples and serve him in the fellowship of his church. It is fitting and right that you should openly confess your faith and purpose in the presence of his people.

Question. Do you truly repent of your sins and resolve to lead a Christian life, loving God with all your heart?

Answer. I do.

Question. Do you now receive the Lord Jesus Christ as your Savior, and do you purpose that he shall have your life and love as long as you live?

Answer. I do.

Question. Will you be baptized in this faith?

Answer. I will.

The minister shall then administer the sacrament of baptism. He shall repeat the name of the candidate and as he sprinkles or pours the water on the head, he shall use these words:

N....., Upon confessing faith in the Lord Jesus Christ and your love for him, I baptize you in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

The candidates shall then kneel together at the altar chancel and the minister will lift his hands over them in blessing and say:

Defend and keep, O Lord God, these thy children with heavenly grace. May they increase daily in the power of the Holy Spirit and in the beauty and favor of the Christian life. Grant, that they may continue thine evermore, until they come at last unto thy everlasting kingdom. Amen.

Benediction:

The grace of the Lord Jesus Christ, and the love of God, and the communion of the Holy Spirit, be with you all. Amen.

If it is desired, a hymn, such as "Savior, Like a Shepherd Lead Us," may be sung as the candidates return to their seats.

SECTION V

BAPTISM OF INFANTS

When the sponsors have presented themselves with the child (or children) before the minister at his call, he shall say:

"And they were bringing unto him little children, that he should touch them: and the disciples rebuked them. But when Jesus saw it, he was moved with indignation, and said unto them, Suffer the little children to come unto me; forbid them not: for to such belongeth the kingdom of God. Verily I say unto you, Whosoever shall not receive the kingdom of God as a little child, he shall in no wise enter therein. And he took them in his arms, and blessed them, laying his hand upon them" (Mark 10:13-16).

In presenting this child for baptism, you not only signify your faith in the Christian religion, of which baptism is a sacrament, but also your desire that he [or she] may early know and follow the will of God, may live and die a Christian, and attain unto everlasting life.

In order to do this it will be your duty, as parents [or guardians] to teach him [or her] early the fear of the Lord; to watch over his [or her] education, that he [or she] be not led astray; to direct his [or her] youthful mind to the Holy Scriptures, and his [or her] feet to the sanctuary; to restrain him [or her] from evil associates and habits; and, as much as in you lies, to bring him [or her] up in the nurture and admonition of the Lord.

Will you endeavor so to do, by the help of God? If so, answer, "I will."

The minister shall then baptize the child, repeating the full name of the same, and saying:

I baptize thee in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

All to be followed by a short prayer by the minister.

SECTION VI

THE LORD'S SUPPER.

Singing of a hymn.

We shall now celebrate the sacrament of the Lord's Supper. Ancient prophecy anticipated the vicarious sufferings of our Lord in the following words:

"He was despised and rejected of men; a man of sorrows, and acquainted with grief: and as one from whom men hide their face he was despised; and we esteemed him not. Surely he hath borne our griefs, and carried our sorrows; yet we did esteem him stricken, smitten of God, and afflicted. But he was wounded for our transgressions, he was bruised for our iniquities; the chastisement of our peace was upon him; and with his stripes we are healed" (Isa. 53:3-5).

The gospel record of the institution of the supper declares: "When the hour was come, he sat down, and the apostles with him. And he said unto them, With desire I have desired to eat this passover with you before I suffer; for I say unto you, I shall not eat it, until it be fulfilled in the kingdom of God. And he received a cup, and when he had given thanks, he said, Take this, and divide it among yourselves: for I say unto you, I shall not drink from henceforth of the fruit of the vine, until the kingdom of God shall come. And he took bread, and when he had given thanks, he brake it, and gave to them, saying, This is my body which is given for you: this do in remembrance of me. And the cup in like manner after supper, saying, This cup is the new covenant in my blood, even that which is poured out for you" (Luke 22:14-20).

The Apostle Paul testifies: "For I have received of the Lord that which also I delivered unto you, that the Lord Jesus in the night in which he was betrayed took bread; and when he had given thanks, he brake it, and said: This is my body, which is for you: this do in remembrance of me. In like manner also the cup after supper, saying, This cup is the new covenant in my blood: This do, as oft as ye drink it, in remembrance of me. For as often as ye eat this bread, and drink the cup, ye proclaim the Lord's death till he come" (I Cor. 11:23-26).

Here should follow a consecratory prayer.

The administration of the elements is left as to details to the judgment of the pastor and the church.

SECTION VII

ORDINATION OF ELDERS

On the day appointed for ordination services a suitable sermon shall be preached, whenever practicable. The officiating bishop (or elder, in the absence of a bishop)

shall call one or more elders, if they be present, to assist him in the ceremonies of ordination.

After the names of the candidates have been read aloud, the bishop (or elder) shall address them as follows:

An elder "must be blameless, as God's steward; not selfwilled, not soon angry, no brawler, no striker, not greedy of filthy lucre; but given to hospitality, a lover of good, soberminded, just, holy, selfcontrolled; holding to the faithful word which is according to the teaching, that he may be able both to exhort in the sound doctrine, and to convict the gainsayers" (Titus 1:7-9).

Are you assured that you are inwardly moved by the Holy Spirit to take upon you the office of the ministry to serve God in the church of Christ to the honor and glory of his holy name? If so, answer, "I am, as I truly believe."

Do you believe the Holy Scriptures, Old and New Testaments? If so, answer, "I do believe them."

Will you give due diligence to earnest study, especially of the Holy Bible, but also of other fields of literature, for intellectual growth and quickening? If so, answer, "I will."

Will you apply due diligence to frame and fashion your life according to the doctrines of Christ, and to make yourself, as much as in you lies, a wholesome example to the flock of Christ? If so, answer, "I will, the Lord being my helper."

Will you loyally maintain the doctrines and polity of the Church of the United Brethren in Christ, and devote yourself with all possible zeal and faithfulness to the extension of the Master's kingdom in any field to which you may be assigned from time to time in the ministerial service? If so, answer, "I will endeavor, through the grace of God, to do so."

Prayer by the officiating bishop (or elder).

After the prayer the bishop and elders shall lay their hands upon the head of each of the candidates, and the bishop shall say:

Take thou authority to execute the office of an elder in the church of God, in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Hereupon the bishop (or elder) shall deliver to each of them the Holy Bible saying:

Take thou authority to preach the Word of God, and to administer the sacraments in the church of Christ.

Prayer by the bishop or one of the elders.

After the prayer the bishop (or elder) shall read as follows:

"Let your loins be girded about, and your lamps burning; and be ye yourselves like unto men looking for their lord, when he shall return from the marriage feast; that, when he cometh and knocketh, they may straightway open unto him. Blessed are those servants, whom the lord when he cometh shall find watching: verily I say unto you, that he shall gird himself, and make them sit down to meat, and shall come and serve them. And if he shall come in the second watch, and if in the third, and find them so, blessed are those servants" (Luke 12:35-38).

The following benediction is to be pronounced:

The peace of God keep your hearts and minds in the knowledge of Jesus Christ our Lord. Amen.

Section VIII

HOME MISSION CONSECRATION SERVICE.

Dearly Beloved: You have been appointed as missionary to ———— and are commissioned to carry the bread of eternal life to souls who will perish without it.

Listen to the Word of the Lord: "And it shall be, that whosoever shall call on the name of the Lord shall be saved" (Acts 2:21). "How then shall they call on him in whom they have not believed? and how shall they believe in him whom they have not heard? and how shall they hear without a preacher? and how shall they preach except they be sent?" (Rom. 10:14, 15).

The Home Mission and Church Erection Society, under divine direction as we believe, is about to send you out to preach the living Word to perishing souls.

Question. Have you a deep, abiding love for souls, and an absorbing interest in their salvation? and have you felt especially called of God to this work? If so, answer, "I have, as I truly believe."

God's Word says: "But arise, and stand upon thy feet: for to this end have I appeared unto thee to appoint thee a minister and a witness both of the things

wherein thou hast seen me, and of the things wherein I will appear unto thee" (Acts 26:16). "Ye shall be my witnesses both in Jerusalem, and in all Judea, and Samaria, and unto the uttermost part of the earth" (Acts 1:8). "To open their eyes, that they may turn from darkness to light and from the power of Satan unto God, that they may receive remission of sins and an inheritance among them that are sanctified by faith in me" (Acts 26:18).

Question. Are you willing to work under the direction of the Home Mission and Church Erection Society of the Church of the United Brethren in Christ, devoting your time and energy to the work to which you are appointed? If so, answer, "I am, the Lord being my helper."

It is God's will "that repentance and remission of sins should be preached in his name unto all the nations, beginning from Jerusalem. Ye are witnesses of these things" (Luke 24:47, 48).

Question. Do you then publicly dedicate yourself to this work of God? If so, answer, "I do."

"Lo, I am with you always, even unto the end of the world."

PROVISIONAL PROGRAM.

(To be used in connection with above service.)

1. Song.
2. Scripture. II Timothy 4:1-8.
3. Song.
4. Explanatory Remarks.
5. Remarks by Candidates.
6. Song.
7. Charge to Candidates.
8. Reading of Consecration Service.
9. Consecratory Prayer.
10. Song.
11. Benediction.

SECTION IX

FOREIGN MISSION CONSECRATION SERVICE.

The representative of the Foreign Missionary Society shall address the candidate (or candidates) as follows:

"And Jesus came to them and spake unto them, saying, All authority hath been given unto me in heaven

and on earth. Go ye therefore, and make disciples of all the nations, baptizing them into the name of the Father and of the Son and of the Holy Spirit; teaching them to observe all things whatsoever I commanded you; and lo, I am with you always, even unto the end of the world" (Matt. 28:18-20).

You have listened to the command which Christ gave to his first disciples and which constitutes his church a missionary church in all ages. You believe that this command applies to all followers of Christ today, and that it is incumbent upon them, in so far as may be possible, to devote their lives to the extension of his kingdom in the earth. Earnestly seeking to obey this command, you are convinced that it is your duty and privilege to engage in the service of Christ in a foreign land. You have heard the call of God sounding in the depths of your own soul, summoning you to this high endeavor. You have found this call confirmed by the circumstances of your life and the judgment of the Foreign Missionary Society. In recognition of these facts. and following, as we believe, the leadership of the Holy Spirit, we desire to set you apart to the work of a foreign missionary, to witness for Christ in non-Christian lands, and to bestow upon you the commission of the Foreign Missionary Society.

Question. Have you a deep love for souls, and a strong passion for their salvation, and have you felt especially called of God to missionary work? If so, answer, "I have, as I truly believe."

Question. Do you give yourself unreservedly to the work of Christ in the land to which you shall be assigned, in humble reliance upon divine help, and do you make it the purpose of your life to walk with Christ as his missionary, faithful in word and deed, and in hearty cooperation with your fellow-workers, under the direction of this Society? If so, answer, "I do."

I, then, by virtue of the authority bestowed upon me by the Foreign Missionary Society of the Church of the United Brethren in Christ, declare you to be now set apart and appointed a foreign missionary of the Church of the United Brethren in Christ, and in token thereof we present you with this commission:

THE FOREIGN MISSIONARY SOCIETY OF THE CHURCH OF THE UNITED BRETHREN IN CHRIST.

DAYTON, OHIO, U. S. A.

To All to Whom This Shall Come, Christian Greetings.

This certifies that.....
is appointed a missionary of the gospel of Jesus Christ, our Lord, to....., under the direction and regulations of the Foreign Missionary Society of the Church of the United Brethren in Christ, and is entitled to all the rights and privileges attaching to that office.

Given this.....day of....., 19....

.....
President of Board.

.....
Chairman of Executive Committee.

.....
General Secretary.

"Go ye into all the world and preach the gospel to the whole creation."

PROVISIONAL PROGRAM.

(To be used in connection with above service.)

1. Song.
2. Scripture lesson. Romans 10:12-15; Acts 26: 16-20, and 13:47-49.
3. Prayer.
4. Song.
5. Introductory Words.
6. Remarks by Candidates.
7. Song.
8. Charge to the Candidates.
9. Consecration Service.
10. Prayer of Consecration.
11. Song.
12. Benediction.

SECTION X

CONSECRATION OF A DEACONESS.

After suitable introductory service has been held, the officiating bishop (or elder,) may call other elders, if they be present, to assist in the consecration service.

To be read by the officiating bishop:

In response to the will of God, who called Phoebe and Dorcas into the service of the church, you present yourself for consecration to the office of deaconess in the Church of the United Brethren in Christ. The work of a deaconess is a high and holy calling, requiring unselfish and sacrificial labor. Like our gracious Master, you are to go about doing good, ministering to the wants of a suffering, sorrowing, and sin-laden world. You are to minister to the poor, visit the sick, pray with the dying, care for the orphan, seek the wandering, comfort the sorrowing, and seek to save the sinning. Such service confers a high honor, but also lays upon you a great responsibility. The church now solemnly sets you apart for this special service.

The following questions shall be asked:

Do you believe that you have been led by the Holy Spirit to assume the duties of a deaconess in the church? If so, answer, "I do."

Do you, in the presence of God and of this congregation, promise faithfully to perform the duties of a deaconess? If so, answer, "I do."

Do you fully accept the Holy Scriptures as the Word of God? If so, answer, "I do."

Will you accept the direction of those whom the church may set over you in the prosecution of your work? If so, answer, "I will."

Prayer of consecration, the candidate kneeling.

After the prayer, the person officiating shall place his right hand on the head of the candidate and shall say:

Take thou authority to perform the duties of a deaconess in the church of God, in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Delivery of certificate, deaconess standing.

Song, "Take my life and let it be," or other suitable song.

Benedictory prayer.

SECTION XI

INSTALLATION OF LOCAL CHURCH OFFICIALS.

Divine service having been celebrated according to the usual order, the names of the persons to be installed shall, after the sermon, be called, and the official positions they are to occupy stated. They will then present

themselves before the altar, and the minister addressing them shall say:

Dearly beloved, by the action of this congregation you have been selected to hold the several honorable and responsible positions as representatives in the councils of the church. In your official relations you, as assistants of the pastor, are to direct the activities of the church, and conserve the interests of the congregation. Each of you will have important duties and responsibilities. Having signified your willingness to serve, you do now present yourselves in response to the voice of the congregation to be installed into the active duties of your several offices. It is fitting, therefore, that you answer the following questions:

Do you willingly accept the several offices to which you have been elected, and do you promise faithfully to study and to perform all the duties thereof? If so, answer, "We do."

Will you as officials and leaders in the respective positions you are to occupy, seek to live exemplary Christian lives, and will you be loyal to the Church in all of its interests, upholding it by your prayers, your gifts, and your service? If so, answer, "We will."

As representatives of the church in the community, will you faithfully endeavor to win the people to its services, as a means of winning them to the Lord Jesus Christ? If so, answer, "We will."

Do you promise to study and promote the peace, purity, and unity of the church? If so, answer, "We do."

Then the members of the church standing, the minister shall repeat the following covenant:

Do you, the members of this church, acknowledge and receive these officials, and do you promise to yield them all that honor, encouragement, and support to which their offices entitle them? If so, answer, "We do so promise."

Then all kneeling, the minister shall pray:

Set apart, we beseech Thee, O Lord, these thy servants to the work whereunto they have been called by the voice of the church. Endue them plenteously with heavenly wisdom, that they may perform their work in the fear of God. Give them favor and influence with the people. Make them faithful unto death, and when the

Chief Shepherd shall appear, may they receive the crown of glory that fadeth not away. Amen.

All standing, the minister shall say:

I hereby declare you duly installed in the several offices to which you have been elected by this congregation. May the great Head of the Church so enrich you with His heavenly grace, that at the last you shall hear Him say: Well done, good and faithful servants; enter thou into the joy of thy Lord.

Benediction: The peace of God keep your hearts and minds in the knowledge of Jesus Christ our Lord. Amen.

Section XII

INSTALLATION OF Y. P. S. C. E. OFFICERS IN LOCAL SOCIETY OR CONFERENCE UNION.

After the officiating person has called forward the newly-elected officers, the recording secretary calling their names, he shall address them as follows:

My dear Friends: You have been greatly honored by being elected to the several offices of this ———— Christian Endeavor Society [or Union]. It is a mark of the confidence these members have in your ability, your Christian character, and your faithfulness to duty. The Christian Endeavor work is by no means an inferior department of the church, but can be made a powerful arm of Christian service, as also a very decided means of personal growth and efficiency in the great cause of hastening the establishment of the kingdom of Christ in the earth. Much will depend on the devotion, zeal, and faithfulness of every one of you in the discharge of your official duties.

Question. Do you promise to give all diligence to the performance of your several official duties? If so, let each answer, "I do." Will you earnestly endeavor to make this local society [or Union] a strong force in the training of Christian workers and in the development of Christian character in the individual members? If so, answer, "I will."

After the prayer of consecration, the leader shall say:

I now declare you to be duly installed to the offices of this Christian Endeavor organization for the ensuing year. "Jehovah bless thee and keep thee; Jehovah make

his face to shine upon thee, and be gracious unto thee; Jehovah lift up his countenance upon thee and give thee peace."

SECTION XIII

LAYING CORNER-STONE.

The following order of service may be observed:

1. *Singing.*
2. *Reading of Scripture.* (Ps. 132; I Cor. 3:8-23.)
3. *Prayer.*
4. *Singing.*
5. *Sermon or address.*
6. *Collection.*
7. *Laying of stone.*

The minister, standing by the stone, shall exhibit the box to be deposited, and read the list of contents. Then, assisted by the builder, he shall deposit the box and adjust the stone to its resting place. This done, the officiating minister shall say:

BELOVED: In ancient time God commanded his servant Moses to set up the tabernacle in the wilderness, and bestowed his blessings upon Solomon, the king, in erecting the temple in Jerusalem, whither the tribes came up to worship. In like manner he has moved your hearts to erect a sanctuary, where, in years to come, his people may assemble for the worship of God. As this corner-stone is placed in position, the stone upon which this temple shall rest, may our own lives be built more securely upon Jesus Christ, the chief corner-stone.

In repeating the following sentence the minister shall strike the stone after the words "Father," "Son," and "Holy Spirit," the trustees and other church officials responding "Amen" after every stroke. Trustees and officials shall join the minister in the final "Amen and Amen."

In the name of the Father, and of the Son, and of the Holy Spirit, we lay this corner-stone in the foundation of the house to be erected and dedicated to the worship of God, wherein his Word shall be preached and his worship maintained. Amen and Amen.

8. *Doxology.*
9. *Benediction.*

SECTION XIV

CHURCH DEDICATION.

The following order of service may be used:

1. *Scripture Reading.* (Ps. 84; or Isa. 62 and Ps. 122.)
2. *Singing.*
3. *Prayer.*
4. *Singing.*
5. *Sermon.*
6. *Offering.*
7. *Singing.*
8. *Scripture reading, with congregation standing.*

"I was glad when they said unto me, let us go unto the house of Jehovah. How amiable are thy tabernacles, O Jehovah of hosts! My soul longeth, yea even fainteth for the courts of Jehovah; my heart and my flesh cry out unto the living God. Blessed are they that dwell in thy house; they will be still praising thee."

"For a day in thy courts is better than a thousand. I had rather be a door-keeper in the house of my God than to dwell in the tents of wickedness."

When Moses had built the tabernacle in the wilderness, Jehovah symbolized his acceptance of it by covering the tent of meeting with a cloud and filling it with the glory of Jehovah.

When Solomon had built the temple at Jerusalem, he held a great service of dedication, when "the fire came down from heaven and consumed the burnt offering; and the glory of Jehovah filled the house."

When Zerubbabel rebuilt the temple he too held a service of dedication, as did also Nehemiah when he had finished the walls about the city.

It is appropriate that you, having built to Jehovah a house of worship, should come before God in this service in which we shall dedicate this house to the glory of God and to the service of the community, of which you plan to be a vital part.

"But will God in very deed dwell with them on the earth? behold, heaven, and the heaven of heavens, can not contain thee; how much less this house that I have built! Yet have thou respect unto the prayer of thy servant, and to his supplication, O Jehovah my God, to hearken unto the cry and unto the prayer which thy servant prayeth before thee: that thine eyes may be

opened toward this house night and day, even toward the place whereof thou hast said that thou wouldest put thy name there; to hearken unto the prayer which thy servant shall pray toward this place. And hearken thou to the supplication of thy servant, and of thy people Israel, when they shall pray toward this place: yea, hear thou from thy dwelling place, even from heaven; and when thou hearest, forgive."

"For Jehovah hath chosen Zion; he hath desired it for his habitation. This is my resting place forever: here will I dwell; for I have desired it. I will abundantly bless her provision; I will satisfy her poor with bread. Her priests also will I clothe with salvation; and her saints shall shout aloud for joy" (Ps. 132: 13-16).

"Now, O my God, let, I beseech thee, thine eyes be open, and let thine ears be attent, unto the prayer that is made in this place. Now therefore arise, O Jehovah God, into thy resting place, thou, and the ark of thy strength: let thy priests, O Jehovah God, be clothed with salvation, and let thy saints rejoice in goodness" (II Chron. 6:40, 41).

"Blessed be Jehovah, God of Israel, from everlasting even to everlasting. And let all the people say, Amen. Praise ye Jehovah" (Ps. 106:48).

9. *Address to the trustees at the dedication of a church, the trustees standing in front of the altar.*

BRETHREN: You have been selected by the church to hold the honorable and responsible place of trustees of this house of worship now being dedicated to the service of Almighty God. In this office you represent the church, and will act on its behalf and for its welfare, but in no sense forget the interests of the community which are identified with the house of God.

The house of God is sacred; it is God's holy temple, where he is to be worshiped in the beauty of holiness and love; therefore, do nothing in vainglory, but by love serve one another. Nothing should enter this sacred place that will defile the temple of God; but at the same time let it ever be remembered that all works of justice, of mercy, of love, of helpfulness of whatsoever kind are proper in the house of God.

By your official relation you are vitally interested in this temple. Protect it at all times; preserve it for con-

stant service; improve it as needs arise. As assistants of the pastor, help him to make this a holy place. As representatives of the church in the community, win men to it, and through it to the Lord Jesus Christ.

In the name of the Holy Trinity I now give this key to the president of the board of trustees as the symbol of your authority, to hold this property in trust for God and the Church of the United Brethren in Christ. I pray that Christian faith and hope and love will dwell in your hearts, and that the Holy Spirit may be your guide and comforter.

10. *Dedicatory Prayer.*

And now, Lord God of our fathers, we give this house to thee. As thy people have built it for thy worship and glory, we pray that thou wilt accept it in the name of thy Son our Savior, and manifest thyself approvingly to all who have given to this work with a sincere desire to honor thee and to save men. As thou didst dwell in the temple at Jerusalem, so make this thy resting place. Show forth thy power and glory here from time to time in the salvation of sinners, and in the edification of thy people. When thy servants preach the word in this house, be thou in them, and accompany the truth by thy Holy Spirit to the hearts of all who shall hear. And when thy people meet in this place for prayer and praise, reveal thyself graciously to their faith, and afford unto them the joys of thy great salvation. Preserve this house, we beseech thee, from fire and storm, and make it a very great blessing to as many as shall worship before thine altar. May the people remember that this is thy house—the place where thy honor dwelleth—and enter it with reverence and gladness. And not only accept this house, but accept also our hearts as we dedicate them anew to thee. Cleanse them and make them fit temples for the indwelling of thy Spirit. Accept, we pray thee, all we bring in this hour of consecration, sealing it with thine own approval. And at last gather us all into the eternal temple not made with hands, and thy name, O God the Father [*"Amen," responded by trustees*], and thy name, O Christ the Son [*"Amen," responded by trustees*], and thy name, O Holy Spirit [*"Amen," responded by trustees*], shall have all the praise evermore. Amen and Amen. [*Repeated together by officiating minister and*

trustees.] Let all the people say, Amen [*"Amen," responded by the people*].

I now declare this house duly dedicated to God Almighty, for his worship and service.

11. *Doxology.*

12. *Benediction.*

This service may be conducted by a bishop, conference superintendent or any minister.

SECTION XV

THE RE-OPENING OF A HOUSE OF WORSHIP.

At the conclusion of the sermon and the completion of the offering, the congregation shall rise and the twenty-fourth Psalm shall be read responsively by the minister and the people.

All shall then unite in the Lord's prayer, followed by the Gloria Patri led by the choir.

The people being seated, the building committee and the board of trustees shall present themselves before the altar, and one of them, or some one in their behalf, shall say to the minister:

We present unto you this building, to be rededicated as a church for the worship and service of Almighty God.

Then shall the minister request the congregation to stand while he repeats the following declaration:

Dearly beloved, God our Heavenly Father, having in his grace which is in Jesus Christ our Lord, brought to its completion the repairs on this building, within whose walls the preaching of the gospel is to be continued, the holy sacraments administered, and prayers and praise offered unto him, we are now assembled for the purpose of rededicating the building to its sacred uses by a solemn act of worship. "The latter glory of this house shall be greater than the former, saith Jehovah of Hosts; and in this place will I give peace, saith Jehovah of Hosts." (Haggai 2:9.)

The people kneeling, the minister shall then pray:

O thou, who has founded the Church for thyself, and has promised to dwell in it forever, sanctify this church beautified, and now to be reopened for thy worship. We pray that thou wilt accept it in the name of thy

Son, our Savior. As thou didst dwell in the temple at Jerusalem, so make this thy resting place. Show forth thy power and glory here from time to time in the salvation of sinners, and in the edification of thy people. Endue, we beseech thee, its future pastors and ministers with thy grace, that they may with joy and assurance guard and feed thy sheep, looking to the great Bishop and Shepherd of souls. Make this a house of prayer, and vouchsafe to all who worship here the gifts of spiritual power. Give them courage to witness a good confession; and cause this church to increase more and more that every knee may bow before thee, and every tongue confess that Jesus Christ is Lord. Amen.

Then shall the minister speak the words of rededication, the people standing and joining in the response:

The Minister: O God, Father of our Lord Jesus Christ, our Father:

The People: To Thee we rededicate this house.

The Minister: Son of God, the only Begotten of the Father, Head of all things to the Church, which is Thy body: Prophet, Priest, Redeemer, and King of Thy people.

The People: To Thee we rededicate this house.

The Minister: God the Holy Spirit, proceeding from the Father, and the Son, our Teacher, Sanctifier, and Comforter.

The People: To Thee we rededicate this house.

The Minister: Eternal, Holy, and Glorious Trinity, Three Persons, one God.

The People: To Thee we rededicate this house.

The Minister: And that this rededication may be confirmed by Almighty God, let us all rededicate our lives to Him, in accordance with his rightful claim through the covenant of Grace by Jesus Christ our Lord.

Then shall the minister pray, the people kneeling:

Eternal and Almighty God, Thou that dwellest in Thy Majesty above all the heavens and by whose greatness and omnipresence the immensity of space is filled, Thou didst in thy great love and mercy promise to dwell among thy people on earth, and even where two or three are assembled in thy name. And now, O Lord God, we beseech Thee, dwell in this place. Do thou always hear the prayers and supplications of thy servants, children, and all who seek thee in this place. Let thine eyes be

opened day and night to protect and show mercy to all who appear before Thee in this place, and to magnify thy grace to all generations. Grant that thy servants may go before Thee and thy people clothed with salvation, and thy saints rejoice in thy mercy through Jesus Christ our Lord. Amen.

Singing the Doxology.

Benediction: Now unto the King Eternal, Immortal, Invisible, the only wise God, be honor and glory forever and ever. Amen.

SECTION XVI

PARSONAGE DEDICATION

Charge to the Trustees.

The Scriptures clearly teach that as Aaron was divinely appointed to the priesthood, even so today men are called to the ministry for the purpose of preaching the Word and otherwise giving aid and comfort to the spiritually needy. In the same divine program it is also ordained that those who "preach the gospel shall live of the gospel." In Second Kings, fourth chapter, we read that after frequent visits by the prophet Elisha to Shunem, a great woman and her husband, in recognition of his exalted character and special blessing to their home, erected for his sole use a little chamber, and furnished it with a bed, a table, a seat, and a candlestick. Here the man of God was to tarry at times for rest and meditation.

Likewise, providing a home for the pastor is a recognition of his high office and great value to the church, and by so much is a wise provision contributing to his temporal support. This house, about to be dedicated as a pastor's home, has been made possible by the generous gifts of those who are interested in the ministry and church you represent.

You have been appointed by the church to the responsible offices of trustees of this manse, and in such capacity you are to represent the church and act on its behalf whenever your services are required. Remember, however, that in a very important sense the entire community has an interest in it, and should be led to recognize its real value to the religious and social betterment of the same. It is your duty properly to care for this building, keeping it in good repair, and so beautifying

the grounds as to make the property attractive to the general public, ever keeping in mind that it is God's house, to be used for his glory.

Beloved, by the direction of the quarterly conference, and in the name of the Holy Trinity, I now give this key to the president of the board of trustees as a symbol of your authority to hold this parsonage in trust for the Church of the United Brethren in Christ. May you cheerfully perform the duties which devolve upon you, ever looking to the Spirit of promise for direction and help. Amen.

(Note—Where the conditions warrant, the impressiveness of the occasion may be intensified by the bishop delivering the key to the conference superintendent, he in turn to the pastor, and the pastor to the chairman of the board, each in the name of the Trinity.)

Dedicatory Prayer.

And now, Lord God of our fathers, we give this house to thee, praying that what the people have built for thy glory may be accepted of thee in the name of thy Son, our Savior. Graciously manifest thyself to all who have contributed to this work with a sincere desire to glorify thee in the furtherance of thy cause.

When thy servants who shall dwell in this place, preach the Word, blessedly reveal thy presence in making the message they bring the power of God unto salvation to as many as believe. Preserve this house, we beseech thee, from fire and storm, and make it a continual blessing to the entire charge. Not only accept this home provided for thy servants, but accept anew the devotion of our hearts, and dwell thou in them according to thy promise, and at last home us with the saved in "Father's house," and unto the triune God, Father, Son, and Holy Spirit, blessed and glorious, we shall give praise evermore. Amen.

I now declare this house duly set apart as the residence of the pastor of the _____ Church of the United Brethren in Christ at _____.

SECTION XVII

MARRIAGE CEREMONY—(FORM I).

Let the couple present themselves before the minister, the woman to the left of the man.

The minister shall say:

We are gathered together in the sight of God and in the presence of these witnesses, to join together_____ _____ and _____ as husband and wife. The institution of marriage is coeval with the family of man. God saw that it was not good for man to be alone even in paradise and formed and gave to him woman, that she might be a "help meet for him." This union like that of the body and soul, is only to be severed by the hand of death.

If any person knows any just cause or impediment why these persons should not be joined in marriage, let the same now speak or forever keep silent.

No impediment being alleged, the minister, addressing the persons to be married, shall further say:

Deeming it sufficient to refer you to the Holy Scriptures concerning the duties you will owe henceforth to each other, I will receive your mutual plighted faith, and seal your marriage vows.

To the man:

_____, Will you have this woman to be your wedded wife, to live with her after God's ordinance; will you love, honor, comfort, and cherish her, in health and in sickness, in prosperity and adversity, and forsaking all others, keep yourself to her only, so long as you both shall live? If so, answer, "I will."

To the woman:

_____, Will you have this man to be your wedded husband, to live with him after God's ordinance; will you love, honor, comfort, and cherish him, in health and in sickness, in prosperity and adversity, and forsaking all others, keep yourself to him only, so long as you both shall live? If so, answer, "I will."

The minister shall then join their right hands, and placing his right hand upon theirs, shall say:

What therefore God hath joined together, let not man put asunder. Inasmuch as you have consented together in marriage, and have declared the same before God and in the presence of these witnesses, I pronounce you husband and wife, in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Prayer by the minister.

MARRIAGE CEREMONY WITH RING—(FORM II).

Dearly beloved, we are here in the sight of God and in the presence of these witnesses to unite ———— and ———— in holy marriage. They have passed satisfactorily the tests and requirements of the family, of the state, and of the church, and now stand unchallenged in this presence to be admitted into the holy estate commanded by the Word of God, to be had in honor among all men.

It is becoming that this marriage relation be entered into discreetly, reverently, advisedly, soberly, and in the fear of God. I, therefore, a minister of the blessed gospel, entreat you both to seek the help of God in this moment, and in all your privileges and duties, that his love and grace may make your union fruitful of comfort and usefulness, and a furtherance of your salvation and everlasting life.

To the man, giving the name:

Do you take this woman before God and these witnesses to be your wife? If so, answer, "I do."

Do you promise to love and honor her, defend, support, and comfort her, in joy and in sorrow, in health and in sickness, in prosperity and adversity? If so, answer, "I do."

Will you be faithful to her in all things, and endeavor to be a good husband to her so long as you both shall live? If so, answer, "I will."

To the woman, giving the name:

Do you take this man, before God and these witnesses, to be your husband? If so, answer, "I do."

Do you promise to love, honor, and comfort him, in joy and in sorrow, in health and in sickness, in prosperity and adversity? If so, answer, "I do."

Will you be faithful to him in all things, and endeavor to be a good wife to him so long as you both shall live? If so, answer, "I will."

The minister shall say to the man:

What token and pledge do you offer that you will faithfully perform these covenant vows?

The man shows the ring, holding it in his right hand, and answers:

This ring.

The minister shall say to the woman:

Do you accept this ring in token of the same covenant upon your part? If so, answer, "I do."

Then the man, the minister guiding his right hand, shall place the ring on the third finger of her left hand, and the minister shall say:

Let us pray.

He may offer an extempore prayer, or use the following:

Our Father, who art in heaven, thou hast observed the promises of these thy servants now made to each other. We entreat thee to unite their hearts and lives in the bond of a true and abiding affection, that they may share all the blessings of a happy marriage. May their lives be preserved from evil, and their love know no doubt, but grow in purity and sweetness with the number of their years. Bestow upon them the Holy Spirit and true heavenly wisdom, that they may be preserved from all things which might destroy the happiness of this holy estate. Enable them by thy grace to live together according to thy holy will, and may they at last enter into eternal life and fellowship with thy saints in the kingdom of Jesus Christ our Lord. Amen.

Then shall the minister request them to join their right hands; the minister, laying his right hand upon theirs, shall say to them:

Inasmuch as you have covenanted together in these sacred bonds, and have witnessed the same by this token, I pronounce you husband and wife, in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

What therefore God hath joined together let not man put asunder.

"Jehovah bless thee, and keep thee: Jehovah make his face to shine upon thee, and be gracious unto thee: Jehovah lift up his countenance upon thee, and give thee peace." Amen.

MARRIAGE CEREMONY—(FORM III).

We have met in the sight of God and in the presence of these witnesses to unite in matrimony, Mr. ——— and Miss (or Mrs.) ———. This is a holy estate, instituted by the Creator at the beginning of the human race, analagous to the mystical union between Christ and the church—Christ being the bridegroom and the

church the bride. Paul, the great apostle, declared marriage to be honorable among men, and Christ graced the wedding at Cana with his presence and his first miracle. This sacred relation is to be entered into soberly, discreetly, reverently, and in the fear of God.

If anyone can show just reason why these two persons may not lawfully be joined together, let him now speak or hereafter hold his peace.

Addressing the persons to be married the minister shall say:

I require of both that if either of you knows any reason or objection why you may not lawfully be united in matrimony, you do now make it known; for otherwise your marriage will be invalid.

Further addressing the candidates he shall say:

————, do you take this woman to be your wedded wife, to live with her according to God's ordinance? Do you promise to love her, honor, comfort and keep her, in health and in sickness, in prosperity and in adversity, and forsaking all others, cleave unto her only, so long as you live? If so, answer, "I do."

————, do you take this man to be your wedded husband, to live with him according to God's ordinance? Do you promise to love him, honor, comfort and help him, in health and in sickness, in prosperity and in adversity, and forsaking all others, cleave unto him only, so long as you live? If so, answer, "I do."

The minister shall now cause the persons to join their right hands and have the man repeat after him the following words:

I, ————, take thee, ————, to be my wedded wife, to have and to hold from this time forward, for better, for worse; for richer, for poorer; in health and in sickness, to cherish and to love until death do us part, according to God's holy ordinance; and to this I do plight thee my faith.

Then the woman shall repeat after the minister the following:

I, ————, take thee, ————, to be my wedded husband, to have and to hold from this time forward, for better, for worse; for richer, for poorer; in health, and in sickness, to cherish and to love until death do us part, according to God's holy ordinance; and to this I do plight thee my faith.

If the persons desire the ring feature, the minister shall say to the man:

What token and pledge do you offer that you will faithfully fulfill these vows?

The parties let go of hands.

The man shows the ring, holding it in his right hand, and answers:

This ring.

The minister shall say to the woman:

Do you accept this ring in token of the same covenant upon your part? If so, answer, "I do."

Then the minister, guiding the man's right hand, shall cause the ring to be placed on the third finger of the woman's left hand; as he does so the man shall say, repeating after the minister:

With this ring I do thee wed and with my worldly goods I do thee endow, in the name of the Father, Son, and Holy Spirit.

If the woman also wishes to bestow a ring, the minister shall say to her:

What token and pledge do you offer that you will faithfully fulfill these vows?

She shall show the ring and shall say:

This ring.

Then the minister shall say to the man:

Do you accept this ring in token of the same covenant?

The man shall say:

I do.

Then the minister shall guide the hand of the woman in placing it upon the third finger of the man's left hand. The woman shall say, repeating after the minister:

With this ring I do thee wed and with my worldly goods I do thee endow, in the name of the Father, Son, and Holy Spirit.

The minister shall now require the parties again to join their right hands. With his right hand resting on theirs, he shall say:

Inasmuch as ———— and ———— have covenanted together in holy marriage before God and these persons present, and have pledged their faith each to the other, and have declared the same by the exchange of rings [or the gift and acceptance of a ring] and the

joining of hands, I do now pronounce them to be husband and wife, in the name of the Father and of the Son and of the Holy Spirit. Those whom God hath joined together let not man put asunder.

The minister shall next pronounce this blessing upon the couple:

"Jehovah bless thee and keep thee; Jehovah make his face to shine upon thee and be gracious unto thee; Jehovah lift up his countenance upon thee and give thee peace."

The ceremony shall close with prayer by the minister.

Section XVIII

BURIAL OF THE DEAD.

After the casket is lowered into the grave, the minister shall repeat the following:

"Man that is born of a woman is of few days and full of trouble. He cometh forth like a flower, and is cut down: he fleeth also as a shadow, and continueth not." "Jehovah, make me to know mine end, and the measure of my days, what it is; that I may know how frail I am."

In the midst of life we are in death; unto whom should we seek for succor but unto thee, O Lord, who for our sins are justly displeased? Our hope is in thy Son Jesus Christ, who hath said, "I am the resurrection and the life: he that believeth on me, though he were dead, yet shall he live: and whosoever liveth and believeth on me shall never die." "For we know that if the earthly house of our tabernacle were dissolved, we have a building from God, a house not made with hands, eternal in the heavens."

"And I heard a voice from heaven, saying, Write. Blessed are the dead who die in the Lord from henceforth: Yea, saith the Spirit, that they may rest from their labors; for their works follow with them."

"There shall be no more death, neither sorrow, nor crying, neither shall there be any more pain: for the former things are passed away."

Inasmuch as the soul of our brother [or sister] has passed out of time into eternity, we commit his [or her] body to the ground, earth to earth, ashes to ashes, dust

to dust, in the confident hope of the resurrection of the just through our Lord Jesus Christ.

Benediction.

For Cremation and Mausoleum Committals.

Inasmuch as the soul of our brother (or sister) has passed out of time into eternity, we now release our hold upon that which is mortal and consign the body to its last resting place.

SECTION XIX

LORD'S PRAYER—APOSTLES' CREED.

In case the Lord's Prayer or Apostles' Creed be used in any of our services, the following forms are recommended:

The Lord's Prayer.

Our Father who art in heaven, Hallowed be thy name. Thy kingdom come. Thy will be done on earth, as it is in heaven. Give us this day our daily bread. And forgive us our debts as we forgive our debtors. And lead us not into temptation, but deliver us from evil: For thine is the kingdom, and the power, and the glory, for ever. Amen.

The Apostles' Creed.

I believe in God, the Father Almighty, maker of heaven and earth.

And in Jesus Christ, his only Son, our Lord; who was conceived by the Holy Spirit; born of the Virgin Mary; suffered under Pontius Pilate; was crucified, dead, and buried; he descended into hades; the third day he arose from the dead; he ascended into heaven; and sitteth on the right hand of God the Father Almighty; from thence he will come to judge the living and the dead.

I believe in the Holy Spirit; the holy catholic church; the communion of saints; the forgiveness of sins; the resurrection of the dead; and the life everlasting. Amen.

CHAPTER XXIX

FORMS.

SECTION I

CERTIFICATES

1. *Transfer of Members.*

This is to certify that ——— is a member in good standing in the Church of the United Brethren in Christ at ——— in the ——— conference, and at his (or her) request is hereby transferred to the Church of the United Brethren in Christ at ——— in the ——— conference.

Given by a vote of the official board at ——— this ——— day of ——— in the year of our Lord ———.

——— Pastor.

(*Note*—This certificate will be void after eighteen months from date.)

Transfer Acknowledged.

This is to certify that ——— has this day been received into membership of the Church of the United Brethren in Christ at ——— in the ——— conference, thereby terminating his (or her) membership in the church at ——— in the ——— conference.

Date ——— ——— Pastor.

(*Note*—The above certificate of acknowledgment should be returned promptly to the pastor of the church granting the transfer.)

2. *Certificate of Recommendation*

This is to certify that ——— is a member in good standing of the Church of the United Brethren in Christ at ——— in the ——— conference, and is hereby recommended to the fellowship of Christians everywhere. The church granting this recommendation will appreciate such Christian courtesies as may be extended to the bearer.

Given by a vote of the official board this ——— day of ——— in the year of our Lord ———.

———

Pastor.

(*Note*—This is not a certificate of Transfer, or Withdrawal, or Dismissal. It does not take the bearer out of the church granting it. This certificate is to be given only to persons removing temporarily from the bounds of the local church, and is intended to show the church relationship of the bearer.)

3. *Certificate of Dismissal and Recommendation.*

This is to certify that ———— has been until this date a member in good standing of the Church of the United Brethren in Christ at ————, and at his (or her) request is hereby dismissed from its fellowship, and is affectionately recommended to the confidence of Christian people everywhere. Given by a vote of the official board this ———— day of ————, 19———.

————Pastor.

(*Note*—This form of certificate should be given to members in good standing who wish to unite with another denomination.)

4. *Certificate of Withdrawal.*

This is to certify that ——— has been until this date a member in good standing in the Church of the United Brethren in Christ at ——— in the ——— conference, and at his (or her) request is granted this letter of honorable withdrawal from the church by a vote of the official board.

Date ——— ——— Pastor.

5. *Form for Reporting Local Church Membership of Ministers*

I hold my local church membership in the _____ class on the _____ charge of the _____ annual conference.

Section II

LICENSES.

1. *Lay Preacher's License.*

This is to certify that ——— is an approved lay preacher in the Church of the United Brethren in Christ, so long as his conduct and doctrine are conformable to the gospel of Christ and the government of this church

Given at a quarterly conference held at ——— in the ——— annual conference, this ——— day of ——— in the year of our Lord ———.

——— Conf. Supt.

(*Note*—This certificate is void after one year from date unless renewed.)

2. *Quarterly Conference Minister's License.*

This is to certify that ——— is an approved quarterly conference minister in the Church of the United Brethren in Christ, so long as his conduct and doctrine are conformable to the gospel of Christ and the government of this church.

Given at a quarterly conference held at ——— in the ——— annual conference, this ——— day of ——— in the year of our Lord ———.

——— Conf. Supt.

(*Note*—This certificate is void after one year from date unless renewed.)

3. *Permanent License for Quarterly Conference Minister.*

This is to certify that ——— has completed the course of study required, and is hereby granted a permanent license as a quarterly conference minister in the Church of the United Brethren in Christ, so long as his conduct and doctrine are conformable to the gospel of Christ and the government of this church.

Given at a quarterly conference held at ——— in the ——— annual conference, this ——— day of ——— in the year of our Lord ———.

——— Conf. Supt.

4. *Annual Conference Minister's License.*

This is to certify that ——— is an approved minister in the Church of the United Brethren in Christ, so long as his conduct and doctrine are conformable to the gospel of Christ and the government of this church.

Given at the ——— annual conference, held at ———, this ——— day of ——— in the year of our Lord ———.

Signed and sealed in behalf of said conference.

——— Bishop (Seal).

(*The reverse side of this license shall contain three blank transfers and one blank dismissal after the following forms:*)

Transfer.

This is to certify that ——— is by vote of the ——— conference transferred to the ——— conference of the Church of the United Brethren in Christ.

Date ——— ——— Bishop.

——— Secretary.

Dismissal.

This is to certify that ——— has been honorably dismissed from the ministry and Church of the United Brethren in Christ, by vote of the ——— annual conference.

Date ——— ——— Bishop.

——— Secretary.

5. *Certificate of Ordination.*

This is to certify that ——— is an approved minister in the Church of the United Brethren in Christ, so long as his conduct and doctrine are conformable to the gospel of Christ and the government of this church, and has been ordained to the office of an elder by the laying on of hands.

Given at the ——— annual conference, held at ———, this ——— day of ——— in the year of our Lord ———.

Signed and sealed in behalf of said conference.

——— Bishop (Seal).

6. *Minister's Certificate of Reception from Another Denomination.*

This is to certify that ——— has been admitted into ——— conference of the Church of the United Brethren in Christ, he having been ordained to the office of an elder according to the usages of the ——— church, of which he has been a member and minister, and he is hereby authorized to exercise the functions pertaining to the ministry in the Church of the United Brethren in Christ, so long as his conduct and doctrine are conformable to the gospel of Christ and the government of this church.

Given at the ——— annual conference, held at ———, this ——— day of ——— in the year of our Lord ———.

Signed and sealed in behalf of said conference.

——— Bishop (Seal).

7. *Minister's Transfer.*

This is to certify that ——— is a ——— of the Church of the United Brethren in Christ belonging to ——— annual conference, and is hereby transferred to ——— conference of said church.

Given by a vote of the ——— annual conference, held at ———, this ——— day of ——— in the year of our Lord ———.

——— Bishop.
——— Secretary.

8. *License for an Evangelist*

This is to certify that ——— is an approved evangelist in the Church of the United Brethren in Christ, so long as his conduct and doctrine are conformable to the gospel of Christ and the government of this Church.

Recommended by the ——— annual conference, this ——— day of ——— in the year of our Lord ———.

Issued by the Board of Bishops and signed by the presiding Bishop and secretary of the annual conference voting these credentials.

———Bishop.
———Secretary.

(*Note*—This certificate is void after one year from date unless renewed.)

9. *License for Deaconess.*

This is to certify that ——— is an approved deaconess in the Church of the United Brethren in Christ, so long as her conduct and doctrine are conformable to the gospel of Christ and the government of this church.

Given at a quarterly conference held at ———, in the ——— annual conference, this ——— day of ——— in the year of our Lord ———.

——— Conf. Supt.

(*Note*—This certificate is void after one year from date unless renewed.)

10. *Permanent License for Deaconess.*

This is to certify that ——— is an approved deaconess in the Church of the United Brethren in Christ so

long as her conduct and doctrine are conformable to the gospel of Christ and the government of this church, and has been consecrated to the office of deaconess by the laying on of hands at ———, this ——— day of ——— in the year of our Lord ———.

——— Bishop.

Section III

BEQUESTS.

The following forms should be followed in making wills:

1. *To Foreign Missions.*

I give, devise, and bequeath to the Foreign Missionary Society of the Church of the United Brethren in Christ, organized by the General Conference of said church, May 20, 1853, and incorporated in Butler County, Ohio, September 23, 1854, and reorganized by the General Conference at Topeka, Kansas, May, 1905, the sum of_____ dollars; and the receipt of the treasurer of the society shall be a sufficient discharge thereof to my executors and administrators.

2. *Bequest to Home Mission and Church Erection.*

I give, devise, and bequeath to the Home Mission and Church Erection Society of the Church of the United Brethren in Christ, a corporation whose general headquarters are at Dayton, Ohio, the sum of ——— dollars, to be invested according to the constitution of said society, to be used in the Home Mission department (or Church Erection department, according to the wish of the donor) of said society; and the receipt of the treasurer of the society shall be a sufficient discharge thereof to my executors and administrators.

(*Note*—The donor may indicate, if he so desires, to which department he wishes to make his gift.)

3. *To Women's Missionary Association.*

I give, devise, and bequeath to the Women's Missionary Association of the Church of the United Brethren in Christ, the sum of _____ dollars, to be applied to the purposes set forth in the Articles of Incorporation adopted March 28, 1890.

4. *To Board of Christian Education.*

I give, devise, and bequeath to the Board of Christian Education of the Church of the United Brethren in Christ, organized by the authority of the General Conference of said church and incorporated in Montgomery county, Ohio, the sum of——————dollars, to be used for the purposes set forth in the Articles of Incorporation. The receipt of the treasurer of the said board shall be a sufficient discharge thereof to my executors and administrators.

5. *To Bonebrake Theological Seminary.*

I give, devise, and bequeath to the Bonebrake Theological Seminary of the Church of the United Brethren in Christ, located at Dayton, Ohio, authorized by the General Conference of said church in Lebanon, Pennsylvania, May 2, 1869, and incorporated according to the laws of Ohio, the sum of _____ dollars. The receipt of the president shall be a sufficient discharge thereof to my executors.

6. *To Church Trustees.*

I give, devise, and bequeath to the trustees of the Church of the United Brethren in Christ, an incorporation located at Dayton, Ohio, for the Church of the United Brethren in Christ, the sum of——————dollars, to be applied as follows:

(Here state precisely the purpose for which the bequest is made, or say: "To be used at the discretion of said trustees to promote the cause of Christianity in said church.")

PART VIII

Spiritual Aims, Promotional Agencies and Budget 1941-1945

CHAPTER XXX

I. SPECIAL EMPHASIS FOR EACH YEAR.

General Theme: "Our Abiding Faith."

Scripture Text: "This is the victory that overcometh the world, even our faith." (I John 5:4.)

Aim: The practice of a living faith in an all-sufficient God.

I. SPECIAL EMPHASIS FOR EACH YEAR

As has been the custom during the current quadrennium, each year of the new quadrennium should have a special emphasis. We recognize, however, that the church program is a unit and cannot be partitioned. It is understood that each year's emphasis is primarily for educational and inspirational purposes and does not denote any diminution of effort at other important points in local, conference and general church life. All the activities and elements selected for emphasis from year to year are to function concurrently in the church and should be so recognized.

1. First Year's Emphasis—1941-1942.

Theme: "Faith in a Righteous God."

Text: "Have faith in God."—Mark 11:22.

Aim: To reaffirm our faith in the righteousness of God as He governs and guides the destinies of men and nations.

(a) A small publication on this "Aim" prepared by the Board of Bishops and distributed to the annual conferences of 1941 by the Board of Administration as the Board may deem wise.

(b) Pastors to study a book on the Old Testament or on Church History that emphasizes the guiding hand of God, said book to be recommended by the Board of

Christian Education and approved by the Board of Bishops.

2. Second Year's Emphasis—1942-1943.

Theme: "Faith in the Saving Gospel of Christ."

Text: "I am not ashamed of the gospel of Christ."—Romans 1:16.

Aim: To so apply the gospel that people will be saved from sin.

(a) A small publication on what the gospel of salvation really is, prepared by the Board of Bishops and distributed to the annual conferences of 1942 by the Board of Administration as the Board may deem wise.

(b) Pastors to study a book on "Salvation," said book to be recommended by the Board of Christian Education and approved by the Board of Bishops.

3. Third Year's Emphasis—1943-1944.

Theme: "Faith in the Guidance of the Holy Spirit."

Text: "He will guide you into all truth."—John 16:13.

Aim: To appropriate the power of the Holy Spirit to the tasks of the church.

(a) A small publication on the person and work of the Holy Spirit, prepared by the Board of Bishops and distributed to the annual conferences of 1943 by the Board of Administration as the Board may deem wise.

(b) Pastors to study a book on the Holy Spirit, said book to be recommended by the Board of Christian Education and approved by the Board of Bishops.

4. Fourth Year's Emphasis—1944-1945.

Theme: "Faith in the Divine Commission of the Church."

Text: "Go ye into all the world."—Mark 16:15.

Aim: To present the church as God's method of spreading the gospel.

(a) A small publication on this "Aim" prepared by the Board of Bishops and distributed to the annual conferences of 1944 by the Board of Administration as the Board may deem wise.

(b) Pastors to study a book on this "Aim," said book to be recommended by the Board of Christian Education and approved by the Board of Bishops.

II. HELPS AND METHODS

1. *Four-Year Manual.* As a means of promoting and giving emphasis to the quadrennial program there shall be a small manual prepared by the Board of Administration, covering such items as formerly have been printed in the leaflet, "The New Quadrennium," and also to include the Program of Activities for the entire quadrennium and any other outlines concerning the four-year work that might be helpful to pastors. This book also shall carry each yearly emphasis briefly outlined on a page, and opposite each of these pages another page giving methods and suggestions of procedure.

2. *Yearly Manuals.*

(a) In addition to the quadrennial book mentioned in the preceding paragraph, there shall be prepared each year a manual similar to the books prepared during the quadrennium of 1937-1941, in which shall be given the yearly Program of Activities, plus other items for that year, such as may have been given in the quadrennial book, plus chapters (ten chapters are desirable for credit study courses) of study built around the theme for that particular year. At least one chapter in each book should give emphasis to the place and importance of stewardship in our Christian living.

(b) These books ought to be prepared in sufficient time each year to be available for use in our summer camps, beginning with the middle of June each summer, and ought to be available for conference superintendents and leaders by the first of May.

(c) These four books shall be prepared by a central editorial committee under the direction of the Board of Administration. This central editorial committee shall be composed of the following: the Executive Secretary of the Board of Administration, the General Secretary of Christian Education, the General Secretary of Home Missions, the General Secretary of Foreign Missions, and the Editors of our church literature.

3. *Stewardship Study.*

(a) Christian stewardship carries a vital relation to all phases of our church work. The period between Easter and Pentecost seems to be the most appropriate time in keeping with the entire church program for an

emphasized study on the principles of Christian stewardship. Our churches should plan to give emphasis and study during this period to the meaning and value of stewardship in a church member's life.

(b) Two small books of five or more chapters each shall be provided by the Board of Administration—one at the beginning of the quadrennium and the second somewhere near the middle of the quadrennium—to be used as textbooks for study and discussion groups in stewardship; also other stewardship literature shall be provided.

4. *In Church Literature.* Through editorials and articles in our church literature in keeping with the yearly emphases, said articles to be written by individuals chosen by the editors from time to time.

5. *In Local Church.* Special emphasis shall be given to the quadrennial program by means of sermons, Sunday school emphasis, Christian Endeavor emphasis, study classes, discussion groups, etc., using the books mentioned above and other materials for said study.

III. THE WOMEN'S MISSIONARY ASSOCIATION COOPERATING

The Women's Missionary Association, after giving consideration to the above proposed program, indicates a readiness and willingness to plan its quadrennial program along lines similar to the program herein outlined for the denomination. This cooperation on the part of the Women's Missionary Association denominationally, by the conference branch organizations, and by the local societies and guilds, will mean a tremendous asset toward success in our united endeavors.

IV. CHURCH STANDARD

The "Church Standard" as used during the quadrennium of 1937-1941, with the rating requirements eliminated and the yearly emphases changed to harmonize with the new quadrennial program, and with an additional item, to be continued.

CHURCH STANDARD

THE QUADRENNIUM OF 1941-1945

I. WORSHIP

*1. *Home Worship.* An adequate enlistment of members in private devotions and family worship.

*2. *Church Worship.* Inspiring and enriching services held regularly with sincere effort to secure attendance equal to the resident membership of the church.

3. *Holy Communion.* Observance of Holy Communion at least once a quarter, and as far as possible to cooperate in World-Wide Communion Sunday sponsored by the Federal Council of Churches.

*4. *Training in Worship.* Opportunity for individual expression through prayer meeting, Christian Endeavor, Sunday school, etc.

II. EVANGELISM

5. *Soul Winning.* Special periods for evangelistic efforts, with provision for continued emphasis throughout the year.

6. *Personal Evangelism.* Individuals and groups presenting Christ through "conversational evangelism."

7. *Decision Day.* An occasion for public confession of faith in the church, Sunday school, or Christian Endeavor.

*8. *Preparation for Church Membership.* Catechetical instruction for children, and classes for youth and adults leading to Christian decision and church membership.

9. *Accessions to Church.* Members received on confession of faith.

III. TRAINING

10. *Reading.* Officials, teachers and other leaders regularly reading one or more: "The Religious Telescope," "The Watchword," "The Evangel," and "The Otterbein Teacher," with one Telescope subscription for every ten members of the church.

*11. *Leadership Training.* Recruiting local leaders and providing a class in the local church or community.

12. *Children's Through-the-Week Instruction.* A Vacation Church School, cooperating with week-day school of religion, or a similar project.

13. *Higher Education.* Cooperation with the college of the area in enlisting students, observing Education Day, and sending a list of prospective students to the college president.

*14. *Recruiting Leaders.* Seeking to enlist Life Work Recuits who are willing to conform to our denominational standards for the ministry, and directing them to our denominational colleges and Bonebrake Seminary.

15. *Special Days.* Observance of special days as outlined in the Discipline using them chiefly as inspirational and educational occasions.

16. *Group Meetings.* Attendance at district rallies, institutes, conventions, etc.

17. *Summer Assembly.* One or more delegates sent to a summer assembly sponsored by the annual conference or area.

18. *Sunday-school Attendance.* Either increase in the year's average attendance, or an average attendance of at least 75 per cent of the enrollment.

IV. STEWARDSHIP

19. *Personal Commitment.* Emphasis upon personal fellowship with God in daily meditation and prayer; the dedication of one's life to noble ideals and clean habits; the commitment of time and talents to Christian service; and the dedication of at least one-tenth of one's income to Kingdom enterprises.

*20. *Stewardship Education.* Distribution of stewardship literature from general boards or annual conference, and one or more of the following: study course; four sermons; or four programs in Sunday school.

21. *Stewardship Day.* Observance of Stewardship Day and enrollment of tithers.

22. *Giving.* At least 75 percent of members giving regularly to the local and benevolence budgets.

V. MISSIONS

*23. *Mission Study.* Distribution of missionary literature from general boards, and one or more of the following: study course; four sermons; or four programs in the Sunday school.

24. *Sunday-school Programs.* A missionary program in the Sunday school regularly, as the Discipline may provide (see Article VI, page 136), with an offering for benevolences unless the Sunday school supports benevolence budget some other way.

25. *Missionary Education for Children.* Missionary education should be provided for all the children of the Sunday school and the Junior Christian Endeavor. Twice a year a special study should be made and an offering received for missionary projects as directed by the Women's Missionary society.

26. *Missionary Conventions.* At least one representative sent to the W. M. A. Branch Meeting and District Institutes.

*27. *Men and Missions.* Men of the church cooperating in missionary study and service, as suggested by general and conference boards and departments, with special effort to enlist boys and young men in missionary endeavor.

VI. SERVICE

28. *Community Service.* Supporting such a project as Boy or Girl Scouts, supervised playground, recreation league, assistance to underprivileged or unfortunate.

29. *Orphanage and Home.* Offering for the United Brethren Orphanage and Home of the area.

30. *Social Education.* At least one program in the interest of peace, temperance, crime prevention, home improvement, or citizenship, etc.

VII. FELLOWSHIP

*31. *Parent-Child Relationships.* Father-Son and Mother-Daughter programs, or course in parent education.

32. *Social Program.* At least one recreational event during the year for the whole church and Sunday school.

33. *Group Socials.* At least two social programs for each age group—children, young people, and adults.

VIII. ADMINISTRATION

34. *Official Board.* Monthly meetings on stations, and at least quarterly on circuits. (See duties of Official Board, Section II, page 30, of Discipline.)

35. *Every Member Enlistment.* Such enlistment (or canvass) conducted with follow-up throughout the year.

36. *Full Budget.* Payment of pastor's salary and benevolence budget in full. (See paragraph 13, page 36, of the Discipline.)

37. *Christian Education.* A Board of Christian Education actively planning and working a program in keeping with disciplinary requirements under the direction of the Official Board. (See Section III, page 129, of the Discipline.)

38. *Organization.* Four active major agences: (1) Sunday school; (2) Women's Missionary Society and Otterbein Guild; (3) Christian Endeavor Societies; (4) Women's Aid Society. (In small churches the work usually carried by these agencies may be done through other plans without these specific organizations.)

39. *Individual Initiative.* Keep persons at the heart of all church organizations, and activities, and develop individual initiative and leadership by a wide distribution of the offices and responsibilities of the local church.

40. *Denominational Emphases.* Planning and conducting the yearly program as outlined by the General Conference and General Boards.

41. *Reports.* All reports as called for by pastor, annual conference, denominational officials submitted promptly.

Leadership Training

Items marked with an asterisk (*) indicate that it is possible for Standard Leadership Courses to be offered in connection with fulfilling the requirements of the item.

CHAPTER XXXI

Benevolence Budget

The Benevolence Budget is a spiritual and humanitarian enterprise standing for the denomination's tangible expression of Christian love and sacrifice. However, it is easy to overlook spiritual and human values and to formalize the budget in terms of mere statistics.

Two ideals must be kept in mind when formulating and promoting "The Unified Benevolence Budget":

(1) To determine the needs of the causes participating in the benevolence receipts and to distribute these receipts to said causes in the constant ratio specified in the estimated budget.

(2) To employ educational methods from time to time that will keep alive and spiritualize the various interests included in the Unified Budget. Such methods may include the "Designated Gifts" which have been in vogue during the previous quadrenniums. But the distribution of these "Designated Gifts" shall be in harmony with the fundamental principles of the "Unified Budget." (See paragraph entitled "Designated Gifts.")

IN THE LOCAL CHURCH

Stewardship Emphasis. During the entire year Christian stewardship should be given attention through Bible study, prayer, sermons, lessons, programs, study courses, and selected reading. At least once a year a special effort should be made to enroll tithing stewards and have them recorded. This education concerning stewardship and the enrollment of tithers should include attention to young people and children along with adults.

Systematic Giving. Church members should give regularly to all causes represented in the local and benevolence budget. Where regular contributions through the weekly envelope system are not in vogue, educational methods should be employed patiently and persistently until this desired goal is attained.

Benevolence Payments. The Official Board, either directly or through a sub-committee which it may name, such as the Finance Committee, shall keep before all members the moral and spiritual obligation to pay in full the benevolence budget month by month.

An Annual Enlistment. An Every Member Enlistment should be conducted in every local church annually. Such an enlistment should be an object of prayer and self-denial. It should be recognized that a successful enlistment of every church member will:

(1) Provide better financial support for local needs.

(2) Provide increased resources for missionary and educational enterprises at home and abroad.

(3) Encourage regular giving each week with all of the spiritual and worshipful values involved in the regular bringing of tithes and offerings into God's storehouse.

Planning the Every Member Enlistment. The Official Board itself, or through a sub-committee which it may name, such as the Finance Committee, shall draw up plans for the Every Member Enlistment. This board or committee shall secure and distribute to the entire membership of the local church such material as may be provided by denominational and annual conference agencies and as may be prepared locally for the enlistment.

Personal Canvass. The Official Board or committee should select wisely a group of leaders and prepare them thoroughly to conduct interviews and visitations in the homes with a view to enlisting every man, woman and child in the church.

Continued Information and Inspiration. The Official Board, in cooperation with other departments of the local church continuously throughout the year, should give inspiration and information regarding the principles of the Every Member Enlistment and concerning the causes supported by the enlistment. Through church night meetings, Brotherhood or laymen's sessions, special programs in Sunday school and Christian Endeavor, the Women's Missionary Society and Otterbein Guild cooperating, and in other ways, efforts should be made

to present the claims of Christian Stewardship, enlist tithers, and engage all members in the regular support, spiritually and financially, of the church's work at home and abroad.

The "Follow-Up" Work. To provide the important "follow-up" of the Every Member Enlistment, throughout the year every local church should strive to enlist new members spiritually and financially, re-enlist inactive members, and give further information and inspiration to those who are active and generous.

A Full Budget Emphasis. Extraordinary efforts should be made by each church to provide full budgets for benevolence causes. To this end every church should consider the advisability of a special program or campaign to bring all financial payments up to date. In many churches the Easter season is an appropriate period for a special midyear effort to place the church's treasury in a healthy condition.

Benevolence Treasurer's Report. At the close of each month, the treasurer of the benevolences of the local church should make out his report for the month and transmit the report, with the proper funds, to the conference treasurer not later than the third of the ensuing month. It is urged that local church treasurers make all payments to the conference treasurer in exact dollars. Each church should remit to the conference treasurer one-twelfth of its benevolence budget monthly.

IN THE ANNUAL CONFERENCE

Studying the Task. The annual conference, through the Conference Council of Administration or a similar body, shall be responsible for surveying the financial situation in the annual conference, and through the conference superintendent and district leaders, keep in touch with particular problems in each local church.

Allocating the Benevolence Quota. The annual conference, through the Conference Council of Administration, or such committee as the conference names, shall allocate to each local church a rightful percentage of the general benevolence quota assigned to the annual conference by the General Conference.

Allocating the Full Quota. The terms "full budget"

and "second mile" shall be applied to a church or a charge in our denominational reports only in case the annual conference allocates its entire benevolence quota as assigned to the conference by the General Conference; provided, however, that, when a full allocation has not been made by the annual conference, if a church or a charge shall raise in full or more than its pro rata share of the conference allocation made by the General Conference, said church or charge may be considered as a "full budget" or a "second mile" church or charge.

Planning the Every Member Enlistment. Each annual conference should set the time of the Every Member Enlistment within its boundry, with the understanding that all churches in the conference shall conduct the enlistment at this specified time. The third full week in May is regarded as a preferable time for the Every Member Enlistment. Conferences should strive to conform to this period as far as possible. It is recognized, however, that in some conferences, the months of September and October are regarded favorably as a time for the Every Member Enlistment.

Promoting the Every Member Enlistment. The Conference Council of Administration itself, or through a sub-committee or agency which it may name, shall do all possible to educate the conference membership concerning the benevolence causes, inspire churches to conduct an annual Every Member Enlistment faithfully, present the claims of Christian stewardship, and see that every church senses the importance of paying one-twelfth of its benevolence budget monthly to the conference treasurer. These points of emphasis shall be touched upon regularly at annual conference sessions, in district rallies, summer assemblies, conference papers and bulletins, and by the conference superintendent in his regular visitation of churches.

Superintendent Aids Enlistment. The conference superintendent should study the Every Member Enlistment methods in each church, and help each congregation to see the spiritual values of the enlistment as well as its practicality in helping solve financial problems.

In the Annual Sessions. The program prepared for

the annual conference session each year should give attention to the Every Member Enlistment, with special reference to the spiritual objectives of the enlistment so that pastors and lay delegates will feel the urgency of conducting the enlistment in their respective churches.

Conference Board of Christian Education will Help. Conference Boards of Christian Education should assume responsibility to cooperate with the Conference Council of Administration and give information and inspiration regarding the Every Member Enlistment and the causes which this enlistment seeks to support. In district rallies and group meetings, in summer assemblies and other gatherings, special speakers and other program features should call attention to the principles of Christian stewardship and to the importance of the Every Member Enlistment in the life of the church.

The Conference Treasurer's Monthly Report. The conference treasurer shall remit on the fifth of each month to the general church treasurer, such percentage of the previous month's benevolence receipts as may be due the general causes. He shall retain for conference and college work such percentage as has been established for these causes. From the funds thus retained he shall remit to the cooperating college or colleges such proportion of said funds as the established percentage basis determines.

IN THE DENOMINATION

Printed Materials, etc. The Board of Administration, with the cooperation of all general departments and institutions, shall prepare printed materials and publicity to undergird the entire denomination with an appreciation of the spiritual implications of Christian stewardship and regular faithful financial support of our church work.

Field Activities. All departments and institutions, insofar as they are able, should make their staff members available for field work according to plans worked out cooperatively by the Board of Administration, the departments and institutions, and the annual conferences.

Every Member Enlistment Emphasized. The Board of Administration—with the cooperation of the general departments and institutions, our church editors, and our annual conference agencies—shall give continuous emphasis to the Every Member Enlistment so that churches, pastors and laymen are constantly aware of this important enterprise.

Every Member Enlistment Publicity. Since publicity in our church papers cultivates the right attitude toward the Every Member Enlistment, gives instruction in its method and undergirds it spiritually, this publicity should begin prior to the month of May for the particular benefit of those conferences conducting the Every Member Enlistment in that month and for the general benefit of the denomination. Publicity in our periodicals should continue to a certain extent through the summer months and be given emphasis again in the early fall to assist those conferences conducting the enlistment in May to be faithful in their follow-up work and see the enterprise through to victorious conclusion.

General Treasurer. The general church treasurer each month shall credit and distribute all funds according to the foregoing plan, and balance his books month by month. He shall be guided at all times by the Board of Administration, and its executive committee ad interim, in regard to the handling of benevolence funds.

Full Budget Rating. When a church or a charge reports its benevolence quota paid in full to the conference treasurer, said church or charge shall be classified as a "full budget" church or charge.

Second Mile Rating. When a church or charge reports three per cent or more paid above its benevolence quota to the conference treasurer, said church or charge shall be classified as a "second mile" church or charge.

DESIGNATED AND SPECIAL GIFTS TO THE BENEVOLENCE CAUSES

Designated Gifts. Designated gifts and special offerings may be used as educational and promotional means to personalize and spiritualize the various causes rep-

resented in the benevolence budget. The plan for handling such designated gifts and offerings in the local church and annual conference shall remain the same as during the last quadrennium. However, when these designated funds are received by the General Church Treasurer, they shall become an integral part of the general benevolence receipts and these receipts shall be distributed from month to month to the various causes represented in the benevolence budget on the established percentage basis. These percentages shall remain fixed for all causes except those preferred claims indicated in the benevolence budget allotment which claims shall have priority in all receipts and which shall be paid in full month by month.

A designated gift is a contribution through the benevolence budget by a church, an organization within a church, or an individual, to one of the causes represented in the general benevolence budget as adopted by the General Conference. No annual conference shall be permitted to designate more than thirty-three and one-third percent of the benevolence funds received by said conference during the conference year.

Special Gifts. When a church has paid its benevolence quota in full and desires to make a "special gift" apart from its benevolence apportionment to any department or institution it may do so. The local church treasurer and the conference treasurer in transmitting the "special gift" should state the amount of the gift and the cause for which it is given, indicating that the contribution is not a part of the benevolence apportionment.

Interpretation of the Plan. The Board of Administration shall have authority to interpret from time to time the principles involved in the "designated gift" plan and shall counsel with the conferences, causes, or institutions concerning the application of these principles. Annual conferences and churches shall bring all "designated gifts" within the regulations enacted by General Conference and interpreted ad interim by the Board of Administration.

Special Days Observed. The success of the denominational budget system rests upon the benevolence budget

being emphasized as a whole, therefore a church which meets its benevolence budget in full month by month, or at least quarter by quarter, should feel that it is fulfilling the requirements and expectations laid upon it by the General Conference and annual conference. Where a church does not pay its budget quota regularly, offerings should be promoted on these special days for helping realize a full budget. In churches which take care of their benevolence obligations faithfully and regularly, and where an offering is not needed to augment the budget receipts, the authorized special days should be observed and our departmental literature distributed for their educational and spiritual value to our people.

Publicity. No cause or institution, in publicizing its special day, should begin its publicity program through church papers and direct mail to churches more than one month prior to the day to be observed. This shall apply to all causes within the benevolence budget. A period of sixty days shall be allowed for the publicity and promotion of the Christmas offerings for Homes and Orphanages.

No department or institution shall publish or circularize the amounts local churches have given through "designated gifts" on a special day.

Plans for Special Gifts or Campaigns. No plan for soliciting "special gifts" shall be undertaken and promoted by any department or institution until such a plan has been approved by the Board of Administration, with the understanding that until the Board meets for its first meeting of the quadrennium the executive committee can review and act upon such cases.

Ministerial Pension Endowment. That every possible effort be made to complete the Ministerial Pension Endowment Campaign by July 1, 1943, and that the way be opened for college campaigns in such college constituencies as will have their Ministerial Pension Endowment Campaign completed or sufficiently near completion by that time to justify the Pension Committee, the areal and conference officials and all proper authorities in making arrangements for such campaign or campaigns by which the Ministerial Pension and college interests shall be conserved and promoted.

A Full Budget First. No department or institution shall appeal for "special gifts" from a church which has not raised in full its benevolence obligations.

Give Emphasis to the Whole Budget. It must be realized that the way to avoid a multiplicity of financial appeals on special days, confusing people by the frequency of such appeals, is for every local church to magnify the general benevolence budget and exert every effort to raise its benevolences in full month by month.

EMERGENCY MEASURES

Emergency Relief. There shall be a permanent Emergency Aid Committee empowered to render speedy relief in emergencies caused by flood, tornado, drought, and other disasters affecting any considerable number of United Brethren churches and members. This committee shall consist of the Bishop of the Central Area, the executive secretary of the Board of Administration, the general secretary of Home Missions and Church Erection, the editor of the Religious Telescope, and the general church treasurer. This committee shall be convened for organization by the Bishop of the Central Area. When emergencies occur, it may call in as consulting members, the Bishop, conference superintendents, and such other representatives from the stricken area as the committee deems wise. On recommendation of this committee, the general church treasurer shall be authorized to draw up to $500 from the Contingent Fund for immediate relief of stricken churches and members. As soon as possible the committee shall extend an appeal to the church-at-large for emergency aid funds, and out of these funds the Contingent Fund shall be reimbursed for whatever sum has been advanced, and the balance of the funds shall go to the stricken area through whatever channels and in whatever way the committee deems wise. If, perchance, all the balance would not be needed, any remaining funds shall be kept in a separate account for emergency aid purposes.

Salary Adjustments. In case of unforeseen financial emergency, affecting the budget and making advisable a readjustment of the salary scale, the Board of Administration shall have power between sessions of the Gen-

eral Conference to review the salaries and make such changes as seem necessary and practical.

Board of Administration Authorized to Make Adjustments. In order to meet all unexpected situations and contingencies, the administration of the denomination's program and budget shall be subject to necessary readjustment by the Board of Administration between the sessions of the General Conference.

DEFINITION OF A CONTRIBUTING MEMBER

1. A contributing member shall be a member of the United Brethren Church.

2. He must contribute in such a way that his contribution is recorded by the proper officials.

3. His contributions must apply on the local church budget or benevolence budget, or both.

4. In cases where two or more members of the church belong to the same family, the ideal situation is for each member of the family to have the joy of making an individual contribution to the church, and all wage earners are expected to assume their responsibility. Families should be urged to make it possible for all dependents to give individually along with the head of the house. But where the head of the family gives one offering for all the church members in the home, and where this situation is understood by the pastor, financial secretary, and treasurer, then each church member in the family shall be recognized as a contributing member.

CHAPTER XXXII

Recommendations of the Commission on Rural Life

To All The Church:

1. Let us remember with thanksgiving the rural background and history of our Church and recognize the great debt of our denomination to the rural church.

2. Let us recognize the great privilege and value of rural life and seek to cultivate a wholesome appreciation of the joys and the opportunities of rural life.

3. Let us seek to inculcate the ideal of life and service on the farm and in the community in the minds of our young people and help them to progress toward this ideal.

4. Let us give more recognition to faithful and successful service in the rural church.

5. Let us cooperate with all other character-building agencies in all our communities.

6. Let us seek to lift the morale and hope and prestige of rural pastors.

7. Let us thank God for the privilege, and take courage for the great task of serving people and building the Kingdom of God in more than two thousand rural communities in our denomination.

To Annual Conferences:

1. Authorize a Conference Rural Life Commission. Members of this Commission should be appointed or elected for terms of three years, and not more than one-third should be changed in any one year.

2. Give some recognition to rural pastors and churches with records of outstanding achievements.

To Annual Conference Rural Life Commissions:

1. Secure some emphasis on the rural church in the annual conference session and in other conference and district meetings.

2. Plan and hold one or more Rural Life Institutes.

3. Visit and make survey of at least one rural charge.

4. Sponsor some rural field.

5. Promote the observance of Rural Life Sunday in the conference.

6. Provide some literature in the field of rural life for rural ministers.

7. Promote the attendance of rural pastors at some school or conference for study in the field of rural life.

8. Seek to have some study of Rural Life or the Rural Church included in the curriculum of the conference training school.

To Rural Churches:

1. Have an annual homecoming.

2. Study and, after adoption, make use of "God's Acre Plan."

3. Have an annual Harvest Home with offerings of fruit and grain.

4. Beautify the church grounds, and have the name of the church displayed.

5. Secure a social and dining room or community hall where there is not now such equipment.

6. Hold a vacation church school.

7. Send your pastor to some Rural Pastor's Institute Camp or Training School.

8. Elect a church historian and work with this person toward a history of the congregation.

9. If possible plan a rural church-centered chautauqua.

To Rural Pastors:

1. Secure or make and keep on the wall a map of your parish.

2. Prepare and use a Parish Roll, to include names of all members, prospective members and others to be served. To secure such a list one must make a survey of the parish.

3. Read each year at least one recent book on the Rural Church and Ministry.

4. Join the Christian Rural Fellowship. Annual membership of one dollar includes Bulletins and Agricultural Mission Notes.

5. Preach a sermon on "Finding Fulfillment on the Farm," or "Religious and Spiritual Values in Rural Living," or some such theme.

6. Teach or lead in the study of one course in the field of Rural Religious Life.

7. Attend some Rural Pastors' Institute, Camp or Training School.

PART IX

CHAPTER XXXIII

Officers and General Boards

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